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ABSTRACT

This data element dictionary is divided into five categories: course, facilities, finance, staff, and student. The data categories and definitions suggested represent common usage except in identified instances. The dictionary does not contain a complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements. Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories. Appendices include HEGIS taxonomy, current funds revenue categories, abbreviations, standard format for calendar date, standard room use categories, visa types, and functional classification categories. (MJM)

ED 089572

DATA ELEMENT DICTIONARY

Second Edition

Technical Report 51

DATA ELEMENT DICTIONARY: Second Edition

TECHNICAL REPORT 51

National
Center for
Higher
Education
Management
Systems
at WICHE

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Executive Director, WICHE:

Robert H. Kroepsch

Associate Director, WICHE, and
Director, National Center for
Higher Education Management Systems
at WICHE:

Ben Lawrence

Associate Director, NCHEMS, and
Director, Applications and Implementation
Program:

Robert A. Huff

Associate Director, NCHEMS, and
Director, Research and Development Program:

Robert A. Wallhaus

Assistant Director, NCHEMS:

Joanne E. Arnold

Assistant Director, NCHEMS:

Gordon Ziemer

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to inform the public about the needs of higher education.

The Program of the National Center for Higher Education Management Systems at WICHE was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The National Center for Higher Education Management Systems at WICHE proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

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DATA ELEMENT DICTIONARY

DATA ELEMENT DICTIONARY

Second Edition

Technical Report No. 51

November 1973

Suzette Goddard
James S. Martin
Leonard C. Romney

This document is part of a program supported
by the National Institute of Education

National Center for Higher Education Management Systems at
Western Interstate Commission for Higher Education

P. O. Drawer "P" Boulder, Colorado 80302

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FOREWORD

This edition of the Data Element Dictionary (DED II) has been developed by the staff of the National Center for Higher Education Management Systems (NCHEMS) in conjunction with members of the DED Task Force.

The five sections comprising the dictionary have been reviewed by NCHEMS staff members, by the DED Task Force, by the NCHEMS Technical Council, and by representatives from all participating institutions to whom the documents were sent for review in early 1973.

Although these sections are the final version of the second edition of the dictionary (DED II), NCHEMS fully intends to continue to update them in subsequent editions. In fact, this document will be updated regularly during the coming months which will reflect the data element definitions that will have been pilot tested in several related NCHEMS projects. Revised pages and sections will be sent to each individual to whom this document has been sent. Pages that have been replaced should be destroyed.

These documents have been approved for distribution by the NCHEMS Technical Council and are intended to be used and implemented by participating institutions and agencies for internal management and information exchange purposes. The elements contained in the Data Element Dictionary are to be regarded as current recommendations by NCHEMS and not as standards for any mandated reporting purposes.

This edition of the Data Element Dictionary is intended to replace Data Element Dictionary: First Edition (NCHEMS Technical Reports 7, 8, 9, 10, and 11).

Note that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist, e.g., U. S. postal code abbreviations for states of the U. S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternatives have been provided. The Data Element Dictionary does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements. Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories.

The definitions of data elements included in this publication will be revised when appropriate to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere.

Questions regarding the Data Element Dictionary: Second Edition should be directed to Suzette Goddard or Leonard Romney, National Center for Higher Education Management Systems, P. O. Drawer "P," Boulder, Colorado 80302.

PREFACE

The second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the Data Element Dictionary Task Force. The Task Force and Technical Council have reviewed this document and recommended that it be distributed to the higher education community for the purposes of implementation.

Ben Lawrence
Director

ACKNOWLEDGMENTS

This second edition of the Data Element Dictionary is the product of the efforts of many individuals. In particular, we are indebted to the members of the Data Element Dictionary Task Force, who generously contributed their time and efforts in the development of this edition:

Dr. Robert L. Barringer
Director of Computer Services
Evergreen State College

Anthony D. Birch
Assistant Director for Institutional Research
Oregon State University

Richard M. Canterbury
Director of Admissions
Lawrence University

William Dye III
Assistant to the Controller
Pennsylvania State University

Francis L. George
Systems Coordinator
Wisconsin State University System

John Gwynn
Associate Director, Project INFO
Stanford University

John Harrison
Director, Division of Information Systems
The California State University and Colleges

James L. Morgan
Director, Management Information Systems
State University System of Florida

Frederick E. Oliver
Director, Office of Financial Analysis
The University of Michigan

Michael M. Roberts
Director, Management Systems
Stanford University

Edward J. Schroeder
Assistant to the Vice-President for Business Affairs
University of Rhode Island

Dr. Donald S. Stuart
Associate Executive Secretary
New Mexico State Board of Educational Finance

Also contributing to the development of this edition of the Data Element Dictionary were the following members of the staff of the National Center for Higher Education Management Systems: Maureen Byers, David Clark, William Collard, Douglas Collier, Michael Haight, Richard Johnson, Dennis Jones, Charles Manning, Marilyn McCoy, Jim McLaughlin, Sid Micek, Glenn Miyataki, Nancy Renkiewicz, Robert Wallhaus, and Paul Wing.

In addition, we are indebted to Charles R. Thomas, Executive Director, College and University Systems Exchange, for his suggestions during the preparation of this document.

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INTRODUCTION

The primary mission of the National Center for Higher Education Management Systems (NCHEMS) at WICHE is to assist higher education institutions and agencies with the development of improved resource allocation and management systems.

To meet these objectives, the Center has undertaken the development of:

1. Procedures for making information available to assist higher education administrators with internal management.
2. Analytical methods and tools.
3. Procedures to facilitate the exchange of comparable data among institutions and agencies of higher education.

The purpose of these procedures and tools is to assist decision makers in institutions and agencies of higher education to improve analysis, planning, and resource allocation.

All of the developmental tasks mentioned above require the availability of data. Because of this requirement, many institutions can use guidance in identifying those data that should be available. The second edition of the Data Element Dictionary (DED II) is an attempt to respond to this need.

This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS products.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.
4. Certain terms that are needed to help identify institutional characteristics for exchange purposes that are not generally included in an institutional data file.

The first edition of the Data Element Dictionary (Thomas, 1970) was the first product produced by the Center and as such concentrated on forecasting data elements that would be supportive of other NCHEMS efforts in the area of developing planning and management systems. The second edition of the Data Element Dictionary incorporates changes to the first edition resulting from:

1. Reactions to the first edition by the higher education community.
2. The development of other related NCHEMS products.
3. Further efforts of the DED Task Force and Center staff to develop data bases for higher education information systems.

Elements appearing in the first edition of the Data Element Dictionary have been retained with the exception of a few data elements which the Data Element Dictionary Task Force believed were no longer appropriate. Updates for the Data Element Dictionary will be compiled by the Center to reflect changes in existing elements and to identify new elements that the NCHEMS Staff believes are needed by planners and managers in higher education.

Because the primary intent of this document is the identification of data elements, many of the data elements permit the inclusion of institutionally defined categories within the particular data element.

Certain elements of information were identified by the NCHEMS staff that were not considered data elements. These elements or terms have been described and can be used as a standard for identifying institutional characteristics. The following definitions are currently included in the Information Exchange Procedures project and are recommended for exchange purposes:

Terms	Description
Institution Name	The legal name of the institution. The name excludes campus names denoting location, branch and/or extension. Examples include: (a) University of California, (b) Miami-Dade County Community College, and (c) Earlham College.
Unit Described	The legal name and address of the unit being described. For IEP - Phase I, the unit described must be the smallest self-contained unit that can provide data on the following: revenue, enrollment, personnel, costs across activity centers. Examples include: Berkeley Campus, South Campus, Colorado Springs Center and same as Institution. Throughout the IEP - Phase I Manual, the terms "Institution" and "Unit Described" are used interchangeably, except in the case of "Institution Name" (see Institution Name).

Terms	Description
Address	The Postal Service designation of the street address or Post Office Box number. The city, state, and zip code where the institution may be found or reached.
Institution Type	Refers to the kinds of degree/diploma/certificates awarded by the Unit Described: 1. Associate Degree Granting: The highest degree awarded is the Associate of Arts, Associate of Applied Sciences, or other similar degrees. 2. Baccalaureate Degree Granting: The highest degree awarded is the Bachelor of Arts, Bachelor of Sciences, or other similar degree. 3. First Professional Degree Granting: The highest degree awarded is one of the following: (a) M.D.; (b) D.O.; (c) L.L.B. or J.D. (if J.D. is first professional law degree offered); (d) D.D.S.; (e) D.V.M.; (f) O.D.; (g) B.D., M.Div., Rabbi; (h) Pod.D., P.M. 4. Master's Degree Granting: The highest degree awarded is Master's Degree or other similar degrees. 5. Doctorate Degree Granting: Institutions that award doctorate degrees.
FICE Code	The Federal Interagency Committee on Education code which is an unstructured number that is unique for each institution and remains as the institutional identification number for the life of the institution. The primary utility of the FICE code is the precise identification of a particular institution of higher education. For IEP - Phase I, the FICE code for the institution should be given. (See Unit Described.)
Institutional Structure	The type of structure in which the institution resides. The following conventional descriptors have been developed to describe common types of structures used in IEP - Phase I. 1. Single Campus Institution--an organizational structure having only one campus.

Terms	Description
Institutional Structure (Continued)	2. Main Campus plus Branch(es) and/or Extension(s)--an organizational structure consisting of one parent campus plus any number of branch campuses or extension centers.
	3. Multi-Campus System--an organizational structure consisting of several administratively equal campuses often controlled by one central office.
	4. Other Institutional Structures--this category should be used for other structures not accounted for in the above distinctions. If this category is used, briefly explain the organizational structure.
Legal Identity	The constituency to which the institution has primary legal responsibility:
	1. Public: Control of policy and funding originating directly or indirectly from a constitutionally-defined form of government.
	2. Private: Control of policy and funding originating primarily from a non-governmental entity.
	3. Other/Specify: Control of policy and/or funding is a combination of governmental and non-governmental entities.
Predominant Calendar System	The method by which the institution structures most of its courses for the calendar year. The following systems are included in the current Information Exchange Procedures Manual:
	1. Quarter--The quarter calendar consists of three quarters with about twelve weeks for each quarter of instruction. There may be an additional quarter in the summer.

Terms	Description
Predominant Calendar System (Continued)	2. Semester--The semester calendar consists of two semesters during the typical academic year with about sixteen weeks for each semester of instruction. There may be an additional summer session.
	3. Trimester--The trimester calendar is composed of three terms with about fifteen weeks for each term of instruction.
	4. 4-1-4--The 4-1-4 calendar is composed of four courses taken for four months, one course taken for one month, and four courses taken for four months. There may be an additional summer session.
	5. Other (Specify)--Describe predominant calendar systems that are not defined by any of the above terms.
Fiscal Year	A twelve-month period beginning with the first day of a special month and ending the last day of the twelfth consecutive month.
Academic Year	A consecutive period of time which is institutionally designated as the academic year. An academic year may be equivalent to a fiscal year or may include only some of the sessions during which course work is offered. Most typically an academic year consists of two semesters, three quarters, two trimesters, or the period of time covered by the 4-1-4 plan.

DATA ELEMENT DICTIONARY: COURSE

COURSE-RELATED DATA ELEMENTS

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CHAPTER I

COURSE-RELATED DATA ELEMENTS

DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to courses and their sections.

For purposes of the Data Element Dictionary, a course is defined as:

> *An organized set of activities pertaining to instruction in a particular subject matter, which is conducted during a given period of time (usually a quarter or semester) and for which credit toward graduation or certification is usually given.*

A section is defined as:

1) *A group of students who are scheduled to meet together for instruction as a regularly scheduled, organized class with one or more instructors, or,*

2) *A group of students or a single student assigned to one or more instructors for independent or supervised study (including clinical work, student teaching, thesis supervision, etc.) under a specified course number, or,*

3) *A single student assigned to an instructor for individual lesson teaching under a specified course number.*

Note: Separate sections should be identified for each different type of instruction, even though the same group of students is involved.

The course-related data elements identified in this section of the Data Element Dictionary have been grouped into three data blocks for convenient presentation and examination. *The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices.* The three blocks of course-related data elements are:

1. 1001-1099 Course Attribute Data

   This block of data elements contains information about each course offered by the institution.

2. 1101-1199 Section Attribute Data

   This block includes data elements that describe information on all sections associated with each course. There may be one or more section attribute data blocks associated with each course.

3. 1201-1299 Section Resource Data

This block of data elements includes information pertaining to the resources associated with each section. There may be one or more section resource data blocks associated with each section, or subset thereof.

Normally, institutions would wish to maintain these blocks of data elements historically and thus retain information on each course for every term it was offered.

These three data blocks are arranged in a hierarchy as illustrated below:

A. Course Attribute Data$_{1}$
  1. Section Attribute Data$_{11}$
    a. Section Resource Data$_{111}$
    b. Section Resource Data$_{112}$
      .
      .
      .
  2. Section Attribute Data$_{12}$
    a. Section Resource Data$_{121}$
    b. Section Resource Data$_{122}$
      .
      .
      .

B. Course Attribute Data$_{2}$
  .
  .
  .

The underlying premise in this hierarchical structure is that each individual course would have one block of course attribute data associated with it. In addition, each course would have one or more sections, with each section having one block of section attribute data elements. Each section would also have one or more section resource data blocks associated with it. Because all elements in the section resource data block would not necessarily have multiple occurrences for any given section, institutions might wish to repeat only those data elements that occur more than once. Institutions should structure their data bases in such a manner as to link these three data blocks in an appropriate manner for each course.

The description of each data element contains the following information:

1. Element Number: A four-digit number to identify each data element. The first digit of the element number specifies the section of the Data Element Dictionary this element is related to. The second digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.

2. Element Title: A brief identification of the data element.

3. Definition: A brief description of the data element.

4. Codes, Categories, and Comments: A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions, or additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.

5. Uses: An identification of various NCHEMS products that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required to derive another data element used by an NCHEMS product. Most data elements fall into this latter category.

The following abbreviations are used to describe the various NCHEMS products:

Cost Finding Principles	CFP
Faculty Activity Analysis	FAA
Higher Education Facilities Inventory and Classification Manual	FICM
Higher Education Facilities Planning and Management Manuals	SAM
Higher Education Finance Manual	HEFM
Information Exchange Procedures	IEP
Program Measures	PM
Resource Requirements Prediction Model	RRPM
Statewide Measures	SWM

6. Date Issued: Indicates calendar date on which NCHEMS released this version of the data element. Institutions may wish to use the "date issued" space for those data elements they have added to the Data Element Dictionary.

CHAPTER II

COURSE-RELATED DATA ELEMENTS

INDICES

ALPHABETICAL INDEX

Data Element	DED No.	Page
Course Contact Hours	1012	1.3.13
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Meeting Days	1203	1.5.4
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Method of Instruction	1107	1.4.8
Organizational Unit	1001	1.3.2
Program Category Identifier	1009	1.3.10
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NCHEMS PRODUCT	DATA ELEMENT	DED NO.
COST FINDING PRINCIPLES (CFP)	Course Contact Hours	1012
	Course Credits	1011
	Course Level	1006
	Discipline	1003
	Program Category Identifier	1009
	Program Identifier	1008
	Program Sector Identifier	1010
	Section Contact Hours	1106
FACULTY ACTIVITY ANALYSIS (FAA)	Course Contact Hours	1012
	Course Credits	1011
	Course Enrollment	1007
	Course Identifier	1004
	Course Level	1006
	Discipline	1003
	Faculty Contact Hours	1208
	Method of Instruction	1107
	Organizational Unit	1001
	Program Category Identifier	1009
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	Program Sector Identifier	1010
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HIGHER EDUCATION FACILITIES PLANNING AND MANAGEMENT MANUALS (SAM)	Course Contact Hours	1012
	Course Credits	1011
	Course Level	1006
	Discipline	1003
	Faculty Contact Hours	1208
	Method of Instruction	1107
	Organizational Unit	1001
	Section Contact Hours	1106
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HIGHER EDUCATION FINANCE MANUAL (HEFM)	Course Credits	1011
	Course Level	1006
	Discipline	1003
	Method of Instruction	1107
	Program Category Identifier	1009
	Program Identifier	1008
	Program Sector Identifier	1010

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
INFORMATION EXCHANGE PROCEDURES (IEP)	Course Credits	1011
	Course Enrollment	1007
	Course Identifier	1004
	Course Level	1006
	Discipline	1003
	Organizational Unit	1001
	Program Category Identifier	1009
	Program Identifier	1008
	Program Sector Identifier	1010
	Section Identifier	1101
	Section Size - Actual	1103
PROGRAM MEASURES (PM)	Course Contact Hours	1012
	Course Credits	1011
	Course Enrollment	1007
	Course Level	1006
	Discipline	1003
	Faculty Contact Hours	1208
	Method of Instruction	1107
	Organizational Unit	1001
	Program Category Identifier	1009
	Program Identifier	1008
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RESOURCE REQUIREMENTS PREDICTION MODEL (RRPM)	Course Contact Hours	1012
	Course Credits	1011
	Course Identifier	1004
	Course Level	1006
	Discipline	1003
	Faculty Contact Hours	1208
	Method of Instruction	1107
	Organizational Unit	1001
	Program Category Identifier	1009
	Program Identifier	1008
	Program Sector Identifier	1010
	Section Contact Hours	1106
	Section Identifier	1101
	Section Size - Actual	1103
	Section Size - Maximum	1102

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
STATEWIDE MEASURES (SWM)	Course Credits	1011
	Course Level	1006
	Discipline	1003
	Faculty Contact Hours	1208
	Method of Instruction	1107
	Organizational Unit	1001
	Program Category Identifier	1009
	Program Identifier	1008
	Program Sector Identifier	1010
	Section Contact Hours	1106

CHAPTER III

COURSE-RELATED DATA ELEMENTS

COURSE ATTRIBUTE DATA

DED No.	Title
1001	Organizational Unit
1002	Joint Offering Identifier
1003	Discipline
1004	Course Identifier
1005	Course Title
1006	Course Level
1007	Course Enrollment
1008	Program Identifier
1009	Program Category Identifier
1010	Program Sector Identifier
1011	Course Credits
1012	Course Contact Hours
1013	Course Duration
1014	Term Date - Beginning
1015	Term Date - Ending
1016	Course Date - Beginning
1017	Course Date - Ending
1018	Grading System
1019	Special Course Fee

A separate block of data is required for each course each term. This data should be linked to the Section Attribute Data (Data Element Dictionary, Course Section, Chapter IV), and the Section Resource Data (Data Element Dictionary, Course Section, Chapter V).

National Center for Higher Education Management Systems

1001
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE: Organizational Unit

DEFINITION:

The academic department or other organizational division that has fiscal, programmatic, and administrative responsibility for a specified set of activities.

CODES, CATEGORIES, AND COMMENTS:

This is an institutionally defined standard that should be consistent throughout all uses and files. This element corresponds to elements 2204, 3010, and 4203.

USES: FICM, FAA, SAM, SWM, IEP, PM, RRPM, CFP

DATE ISSUED: November 1973

1002
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE: Joint Offering Identifier

DEFINITION:

The identifier(s) of other organizational units that participate in sponsoring the course.

CODES, CATEGORIES, AND COMMENTS:

This element should include Organizational Unit and Course Identifier as defined by data elements 1001 and 1004.

USES:

DATE ISSUED: November 1973

1003
ELEMENT NUMBER

ELEMENT TITLE: Discipline

DEFINITION:

A subject field of teaching, learning, or training.

CODES, CATEGORIES, AND COMMENTS:

The standard coding to be used in NCHEMS project implementation is the HEGIS Taxonomy. Standardized discipline specialty four-digit numeric code as described in A Taxonomy of Instructional Programs in Higher Education (Huff and Chandler, 1970). Also corresponds to "Subcategory" of NCHEMS Program Classification Structure (Gulko, 1972). For HEGIS Taxonomy, see Appendix 1.

If institutional codes are used, they should be able to map to HEGIS codes.

USES: FAA, IEP, CFP, PM, HEFM, FICM, SWM, RRPM, SAM

DATE ISSUED: November 1973

ELEMENT TITLE: Course Identifier

DEFINITION:

The official number or other identifier that serves to uniquely identify a course.

CODES, CATEGORIES, AND COMMENTS:

May include prefix and/or suffix. This element is linked to element 1101. This element corresponds to elements 4407.and 5402, and should be consistent throughout all uses and files.

USES: IEP, FAA, RRPM

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

1005
ELEMENT NUMBER

ELEMENT TITLE: Course Title

DEFINITION:

The official name for a course as it appears in the institutional catalog.

CODES, CATEGORIES, AND COMMENTS:

USES:

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

1006
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE: Course Level

DEFINITION:

The institutional categorization for the level of offering of a specific course.

CODES, CATEGORIES, AND COMMENTS:

This element corresponds to element 1010 and should be consistent throughout all uses and files. Many institutions will be able to derive this element from the Course Identifier (element 1004).

The categorization is generally derived from the level of student to which any particular course offering within a discipline is primarily directed.

The following categories of "course level" are contained in the Program Classification Structure (Gulko, 1972):

Code	Category
10.	Preparatory
20.	Lower Division
30.	Upper Division
40.	Combined Upper Division and Graduate or Professional
50.	Graduate or Professional Only
*90.	Other

The Information Exchange Procedures and Cost Finding Principles projects are recommending the following aggregations:

Code	Category	Description
20.	Lower Division:	Course offerings at a level of comprehension usually associated with freshmen and sophomore students. This is an aggregated category that includes codes 10. and 20. listed above, all lower division courses and those preparatory courses offered for credit.
30.	Upper Division:	Course offerings at a level of comprehension usually associated with junior and senior students. The jointly offered upper division graduate courses should be classified as upper division. This is an aggregated category including codes 30. and 40. listed above.
50.	Graduate:	Course offerings at a level of comprehension usually associated with post-baccalaureate students. This category is the same as code 50. listed above.

*This category is not used for the IEP project. Courses in this classification should be assigned to the most appropriate category.

USES: CFP, SAM, RRPM, FAA, PM, IEP, HEFM, SWM

DATE ISSUED: November 1973

1007
ELEMENT NUMBER

ELEMENT TITLE: Course Enrollment

DEFINITION:

The total number of students registered in the course.

CODES, CATEGORIES, AND COMMENTS:

Headcount number of students. May or may not include auditors, visitors, etc., depending on how the institution treats such students with regard to course registration fees. This is an unduplicated count of the summation of section enrollments.

Each individual should be counted only once regardless of the number of sections that he/she is enrolled in for any one course; i.e., lecture and lab.

USES: PM, FAA, IEP

DATE ISSUED: November 1973

1008	
ELEMENT NUMBER	

ELEMENT TITLE: Program Identifier

DEFINITION:

A two-digit numeric code corresponding to the first two digits of the Program Classification Structure code that identify the program under which the course is offered.

CODES, CATEGORIES, AND COMMENTS:

The first two digits of the Program Classification Structure code. The program identifiers that are appropriate in the case of classifying the course are:

Code	Title
11	General Academic Instruction
12	Occupational and Vocational Instruction
13	Special Session Instruction
14	Extension (for Credit) Instruction
31	Community Education
52	Supplementary Education

This element is linked to data elements 1009 and 1010. This element corresponds to elements 2205, 3007, and 4403, and should be consistent throughout all uses and files.

USES: RRPM, FAA, IEP, CFP, PM, HEFM, SWM

DATE ISSUED: November 1973

1009
ELEMENT NUMBER

ELEMENT TITLE: Program Category Identifier

DEFINITION:

The third through the sixth digits of the Program Classification Structure code. This four-digit classification identifies related program elements by discipline area or major function under which the course is offered.

CODES, CATEGORIES, AND COMMENTS:

Program categories for the instruction program, the organized research program, and the public service program (excluding cooperative extension service) correspond to the standard taxonomy of fields of study used in the Higher Education General Information Survey (HEGIS). Refer to Appendix 1.

The coding for this element for courses is identical with the coding in data element 1003 if HEGIS designations are used to identify institutional disciplines in element 1003. This element is linked to data elements 1008 and 1010. This element corresponds to elements 2206, 3008, and 4404, and should be consistent throughout all uses and files.

USES: FAA, RRPM, IEP, CFP, PM, HEFM, SWM

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

1010
ELEMENT NUMBER

ELEMENT TITLE: Program Sector Identifier

DEFINITION:

The seventh and eighth digits of the Program Classification Structure code. These two digits identify the level of a course.

CODES, CATEGORIES, AND COMMENTS:

This element is linked to elements 1008 and 1009. It corresponds to elements 1006, 3009, and 4405 and should be consistent throughout all uses and files.

The following codes are recommended for use in programs 1.1, 1.2, 1.3, 1.4, 3.1, and 5.2. Many institutions will be able to derive this element from the Course Identifier (element 1004).

The categorization is generally derived from the level of student to which any particular course offering within a discipline is primarily directed.

The following categories of "course level" are contained in the Program Classification Structure (Gulko, 1972):

Code	Category
10.	Preparatory
20.	Lower Division
30.	Upper Division
40.	Combined Upper Division and Graduate or Professional
50.	Graduate or Professional Only
*90.	Other

The Information Exchange Procedures and Cost Finding Principles projects are recommending the following aggregations:

Code	Category	Description
20.	Lower Division:	Course offerings at a level of comprehension usually associated with freshmen and sophomore students. This is an aggregated category that includes codes 10. and 20. listed above, all lower division courses and those preparatory courses offered for credit.
30.	Upper Division:	Course offerings at a level of comprehension usually associated with junior and senior students. The jointly offered upper division graduate courses should be classified as upper division. This is an aggregated category including codes 30. and 40. listed above.
50.	Graduate:	Course offerings at a level of comprehension usually associated with post-baccalaureate students. This category is the same as code 50. listed above.

*This category is not used for the IEP project. Courses in this classification should be assigned to the most appropriate category.

USES: FAA, RRPM, IEP, CFP, PM, HEFM, SWM

DATE ISSU~~ED:~~ November 1973

1011
ELEMENT NUMBER

ELEMENT TITLE: Course Credits

DEFINITION:

The numerical credit value offered for a course.

CODES, CATEGORIES, AND COMMENTS:

Estimated amount, to hundredths. Many noncredit courses are measured by other means, but various NCHEMS products require a numerical credit equivalent. The exchange standard developed in IEP requires that these course credit equivalents must be expressed in terms of semester credit equivalents. The specified conversion or translation ratios are institutionally defined.

00.00	No Credit Offered	No credit imputed for exchange purposes, i.e., preparatory courses.
XX.XX	No Credit Offered	Imputed credit for exchange purposes, i.e., thesis work.
XX.XX	Actual Credit	Credits offered for successful course completion.
99.99	Variable Credit Offered	Institutionally defined.

This element corresponds to element 5404, and should be consistent throughout all uses and files.

USES: RRPM, SAM, CFP, PM, IEP, FAA, HEFM, SWM

DATE ISSUED: November 1973

1012
ELEMENT NUMBER

ELEMENT TITLE: Course Contact Hours

DEFINITION:

The number of hours this section/course is scheduled to meet within a specified time period.

CODES, CATEGORIES, AND COMMENTS:

Actual number of contact hours, to hundredths. For those sections where contact hours are not scheduled, an estimate should be made; e.g., thesis work, independent study.

Common usage of this element is in terms of weekly student contact hours.

> Weekly Student Contact Hour: A unit of measure that represents one hour of scheduled instruction given to one student in one week. Total weekly student contact hours for a course level within a discipline are calculated by multiplying the number of hours per week each course or section is scheduled to meet by the number of students enrolled in that course or section and aggregating the totals by course level.

This element is linked to element 1106.

USES: RRPM, SAM, PM, CFP, FAA

DATE ISSUED: November 1973

ELEMENT NUMBER 1013

ELEMENT TITLE: Course Duration

DEFINITION:

The period of time over which the course/section is scheduled.

CODES, CATEGORIES, AND COMMENTS:

This element is usually expressed in number of weeks. Typically includes the testing period but not vacation time. Therefore, "Course Duration" does not necessarily match the time elapsed between course starting and ending times.

USES:

DATE ISSUED: November 1973

1014
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE: Term Date - Beginning

DEFINITION:

The calendar date on which the term begins.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; e.g., September 12, 1973 = 730912.

See Appendix 5.

This element is linked to element 1015.

USES:

DATE ISSUED: November 1973

1015
ELEMENT NUMBER

ELEMENT TITLE: Term Date - Ending

DEFINITION:

The calendar date on which the term ends.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; e.g., January 29, 1974 = 740129.

See Appendix 5.

This element is linked to element 1014.

USES:

DATE ISSUED: November 1973

1016
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE: Course Date - Beginning

DEFINITION:

The calendar date on which the course begins.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; e.g., September 14, 1973 = 730914.

See Appendix 5.

This element is linked to element 1017.

USES:

DATE ISSUED: November 1973

1017
ELEMENT NUMBER

ELEMENT TITLE: Course Date - Ending

DEFINITION:

The calendar date on which the course ends.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; e.g., January 23, 1974 = 740123.

See Appendix 5.

This element is linked to element 1016.

USES

DATE ISSUED November 1973

National Center for Higher Education Management Systems

1018	ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE: Grading System

DEFINITION:

The institutionally accepted manner for evaluating a student's performance or achievement in the course.

CODES, CATEGORIES, AND COMMENTS:

Alternative grading systems are:

1. A, B, C, D, E/F
2. Pass - Fail
3. 1 - 6
4. Etc.

Grading systems typically include techniques and/or codes reflecting the student's status with respect to the course (i.e., withdrawn-pass, withdrawn-fail, incomplete, audit, visitor, etc.).

USES:

DATE ISSUED: November 1973

ELEMENT TITLE: Special Course Fee

DEFINITION:

A charge to students for special items or special services to be utilized in the course.

CODES, CATEGORIES, AND COMMENTS:

Dollar amount, including cents. An example is an art fee for supplies consumed. The fee must be for items to be used only for this course or section. Excluded are general charges for such things as equipment breakage which apply to more than one course.

USES:

DATE ISSUED: November 1973

CHAPTER IV

COURSE-RELATED DATA ELEMENTS

SECTION ATTRIBUTE DATA

DED No.	Title
1101	Section Identifier
1102	Section Size - Maximum
1103	Section Size - Actual
1104	Special Section Designation
1105	Special Facilities and Equipment - Requirement
1106	Section Contact Hours
1107	Method of Instruction

A separate block of data is recommended for each section of each course each term. This block of data elements should be linked to Resource Data (Data Element Dictionary, Course Section, Chapter V).

1101
ELEMENT NUMBER

ELEMENT TITLE: Section Identifier

DEFINITION:

The official number or other identifier that serves to uniquely identify the section of the course.

CODES, CATEGORIES, AND COMMENTS:

This element corresponds to elements 4408 and 5403, and should be consistent throughout all uses and files.

This element should be linked to element 1004.

USES: RRPM, IEP, FAA

DATE ISSUED: November 1973

ELEMENT TITLE: Section Size - Maximum

DEFINITION:

The maximum number of students that can be enrolled in/assigned to a section of a course.

CODES, CATEGORIES, AND COMMENTS:

Maximum headcount number of individuals. May be dictated by instruction or facility requirements. May or may not include auditors, visitors, etc., depending on how the institution treats such students.

USES: SAM, RRPM

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

1103
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE: Section Size - Actual

DEFINITION:

The actual number of students enrolled in/assigned to a section of a course.

CODES, CATEGORIES, AND COMMENTS:

Actual headcount number of individuals. May or may not include auditors, visitors, etc., depending on how the institution treats such students.

USES: RRPM, IEP

DATE ISSUED: November 1973

1104
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE: Special Section Designation

DEFINITION:

The official number or other identifier that serves to identify this section of a course as a special section.

CODES, CATEGORIES, AND COMMENTS:

Categories may include honors, remedial, freshmen only, etc.

USES: FAA

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY
Course Related Data Elements

1105
ELEMENT NUMBER

ELEMENT TITLE: Special Facilities and Equipment - Requirement

DEFINITION:

A code which indicates a requirement for special structural features, arrangements, utilities, fixed equipment, or appliances in order to carry out the necessary activities of the section.

CODES, CATEGORIES, AND COMMENTS:

An institutionally defined code that specifies special requirement needs for the section; i.e., Special Laboratory, Audio/Visual Equipment, Television (closed circuit), Computer-Assisted Instruction.

USES: PM

DATE ISSUED: November 1973

1106

ELEMENT NUMBER

ELEMENT TITLE: Section Contact Hours

DEFINITION:

The number of hours this section/course is scheduled to meet within a specified time period.

CODES, CATEGORIES, AND COMMENTS:

Actual number of contact hours, to hundredths. For those sections where contact hours are not scheduled, an estimate should be made; e.g., thesis work, independent study. Common usage of this element is in terms of weekly student contact hours.

This element is linked to element 1012.

USES: RRPM, SAM, PM, CFP, FAA, SWM

DATE ISSUED: November 1973

1107
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE: Method of Instruction

DEFINITION:

The categorization of the methods by which organized instruction is conducted, reflecting educational technology and the use of the facilities, materials, and equipment.

CODES, CATEGORIES, AND COMMENTS:

The following categories and definitions have been pilot tested by the Faculty Activity Analysis project and are recommended.

Code	Category	Description
A	Lecture	Formal presentation - primarily one-way communication.
B	Laboratory	Instructing, preparing, and supervising student investigations.
C	Recitation/ Discussion	Two-way communication of course materials.
D	Seminar	Students carry the major responsibility for preparation.
E	Independent Study	Student(s) works independently with only minimal faculty direction.
F	Tutorial	Students work one-to-one with the instructor.
G	Programmed Instruction	Course contents presented through programmed materials.

USES: RRPM, FAA, SAM, PM, HEFM, SWM

DATE ISSUED: November 1973

CHAPTER V

COURSE-RELATED DATA ELEMENTS

SECTION RESOURCE DATA

DED No.	Title
1201	Section Instructor - Name
1202	Section Instructor - Identifier
1203	Meeting Days
1204	Meeting Time - Beginning
1205	Meeting Time - Ending
1206	Meeting Place - Building
1207	Meeting Place - Room
1208	Faculty Contact Hours

A separate block of data is recommended for each section of each course each term. This block of data elements should be linked throughout all subsections of the Data Element Dictionary, Course Section.

1201
ELEMENT NUMBER

ELEMENT TITLE: Section Instructor - Name

DEFINITION:

The legal combination of words by which the individual responsible for the section is known.

CODES, CATEGORIES, AND COMMENTS:

Literal text that may include the following sub-elements:

a. Last name
b. Prefix
c. Suffix
d. First name
e. Middle name
f. Maiden name

If there is more than one instructor responsible for the section, this data element will have multiple occurrences.

This element corresponds to element 4001, and should be consistent throughout all files and uses. This element is linked to element 1202.

USES:

DATE ISSUED: November 1973

1202
ELEMENT NUMBER

ELEMENT TITLE: Section Instructor - Identifier

DEFINITION:

The official number or other identifier that serves to uniquely identify the instructor responsible for this section.

CODES, CATEGORIES, AND COMMENTS:

Social Security number is typically used as an employee identifier. If there is more than one instructor responsible for the section, this data element will have multiple occurrences.

This element corresponds to element 4002, and should be consistent throughout all uses and files. This element is linked to element 1201.

USES:

DATE ISSUED: November 1973

1203
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE: Meeting Days

DEFINITION:

The day(s) of the week this section is scheduled to meet.

CODES, CATEGORIES, AND COMMENTS:

Code	Category
MO	Monday
TU	Tuesday
WE	Wednesday
TH	Thursday
FR	Friday
SA	Saturday
SU	Sunday
AR	To Be Arranged

All meeting-related data elements (elements 1203-1207) should be linked together.

USES.

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

1204

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE: Meeting Time - Beginning

DEFINITION:

The time of day the section commences, in 24-hour clock time.

CODES, CATEGORIES, AND COMMENTS:

If the beginning meeting time for each meeting day is not the same, there must be an entry for each meeting day. This data element may be omitted for those sections that are unscheduled.

USES:

DATE ISSUED November 1973

1205
ELEMENT NUMBER

ELEMENT TITLE: Meeting Time - Ending

DEFINITION:

The time of day the section ends, in 24-hour clock time.

CODES, CATEGORIES, AND COMMENTS:

If the ending time for each meeting day is not the same, there must be an entry for each meeting day. This data element may be omitted for those sections that are unscheduled.

USES:

DATE ISSUED: November 1973

1206
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE: Meeting Place - Building

DEFINITION:

The official number or other identifier that serves to uniquely identify the facility (building) where this section is scheduled to meet.

CODES, CATEGORIES, AND COMMENTS:

If the meeting place is not in the same building for each meeting day, there must be an entry for each meeting day. This data element may be omitted for those sections that are unscheduled and consume no physical resources of the institution.

This element corresponds to element 2001, and should be consistent throughout all uses and files.

USES:

DATE ISSUED: November 1973

1207
ELEMENT NUMBER

ELEMENT TITLE: Meeting Place - Room

DEFINITION:

The official number or other identifier that serves to uniquely identify the room in which this section is scheduled to meet.

CODES, CATEGORIES, AND COMMENTS:

If the meeting room is not the same on each meeting day, there must be an entry for each meeting day. This data element may be omitted for those sections that are unscheduled or consume no physical resources of the institution.

This element corresponds to element 2201, and should be consistent throughout all uses and files.

USES:

DATE ISSUED: November 1973

ELEMENT NUMBER	1208

ELEMENT TITLE: Faculty Contact Hours

DEFINITION:

The scheduled number of hours of instructional staff time spent in contact with a section for a scheduled period of time.

CODES, CATEGORIES, AND COMMENTS:

Scheduled number of faculty contact hours, to hundredths. For those sections where contact hours are not scheduled, an estimate should be made; e.g., thesis work, independent study, etc.

This element is usually expressed in hours per week.

Total faculty contact hours for a course level within a discipline are calculated by summing the number of hours per week each course or section is scheduled to meet and aggregating the totals by course level.

USES: RRPM, SAM, PM, FAA, SWM

DATE ISSUED: November 1973

CHAPTER VI

COURSE-RELATED DATA ELEMENTS

SUGGESTED COBOL PICTURES

DATA ELEMENT	DED NO.	COBOL PICTURE
Course Contact Hours	1012	99V99
Course Credits	1011	99V99
Course Date - Beginning	1016	9(06)
Course Date - Ending	1017	9(06)
Course Duration	1013	99V9
Course Enrollment	1007	9(04)
Course Identifier	1004	X(10)
Course Level	1006	9(01)
Course Title	1005	X(25)
Discipline	1003	9(04)
Faculty Contact Hours	1208	99V9
Grading System	1018	X(01)
Joint Offering Identifier	1002	X(16)
Meeting Days	1203	X(02)
Meeting Place - Building	1206	X(06)
Meeting Place - Room	1207	X(04)
Meeting Time - Beginning	1204	9(04)
Meeting Time - Ending	1205	9(04)
Method of Instruction	1107	9(01)
Organizational Unit	1001	X(06)
Program Category Identifier	1009	9(04)
Program Identifier	1008	9(02)
Program Sector Identifier	1010	9(02)
Section Contact Hours	1106	99V9
Section Identifier	1101	X(04)
Section Instructor - Identifier	1202	X(09)
Section Instructor - Name	1201	X(16)
Section Size - Actual	1103	9(04)
Section Size - Maximum	1102	9(04)
Special Course Fee	1019	99V99
Special Facilities and Equipment - Requirement	1105	X(02)
Special Section Designation	1104	X(01)
Term Date - Beginning	1014	9(06)
Term Date - Ending	1015	9(06)

CHAPTER VII

COURSE-RELATED DATA ELEMENTS

CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Course Level	101	1006	Course Level
Course Number	004	1004	Course Identifier
Course Title	102	1005	Course Title
Credit	105	1011	Course Credits
Grading Method	107	1018	Grading System
HEGIS Discipline Division and Specialty	003	1003	Discipline
Instructor Identification	303	1201 1202 1107	Section Instructor - Name Section Instructor - Identifier Method of Instruction
Joint Offering	103	1002	Joint Offering Identifier
Meeting Days	304	1203	Meeting Days
Meeting Place	306	1207 1206	Meeting Place - Room Meeting Place - Building
Meeting Time	305	1204 1205	Meeting Time - Beginning Meeting Time - Ending
Number of Weeks Offered	108	1013	Course Duration
Organizational Unit	001	1001	Organizational Unit
Program Identification	104	1009 1008 1010	Program Category Identifier Program Identifier Program Sector Identifier

COURSE CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Section Identification	201	1101	Section Identifier
Section Size	307	1102 1103	Section Size - Maximum Section Size - Actual
Special Facilities Requirements	309	1105	Special Facilities and Equipment - Requirement
Special Section Identification	308	1104	Special Section Designation
Subject Field	002	1003	Discipline
Weekly Contact Hours	302	1106	Section Contact Hours

COURSE CHANGES - Continued

DELETIONS	DED NO.	DED NO.	ADDITIONS
Credit Base	106	1012	Course Contact Hours
Former Course Identification	109	1016	Course Date - Beginning
Section Instruction Type	309	1017	Course Date - Ending
		1007	Course Enrollment
		1208	Faculty Contact Hours
		1019	Special Course Fee
		1014	Term Date - Beginning
		1015	Term Date - Ending

DATA ELEMENT DICTIONARY: FACILITIES

FACILITIES-RELATED DATA ELEMENTS

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CHAPTER I

FACILITIES-RELATED DATA ELEMENTS
DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to the physical facilities of an institution.

For purposes of the Data Element Dictionary, a facility is defined as:

> *Any physical structure or space required by the institution for the performance of its programs and related activities. Included are parking areas, roads, walks, outdoor playing areas, buildings, parks, service areas, agricultural fields, and landscaped areas.*

building is defined as:

> *One type of facility; a structure with a roof for permanent or temporary shelter of persons, animals, or equipment.*

room is defined as:

> *A walled or partitioned usable space within a building which has 6'6" headroom or greater, which has walking access, and which can be occupied.*

The definitions contained within this document are consistent with those found in the Higher Education Facilities Inventory and Classification Manual (Romney, 1972) and Classification of Building Areas (1964). The facilities-related data elements identified in this section of the Data Element Dictionary have been grouped into three data blocks for convenient presentation and examination. *The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices.* The three blocks of facilities-related data elements are:

1. 2001-2099 Facility Data

   This block includes data elements that describe characteristics common to each facility of the institution. Note: The data elements included within this block are typically related to those facilities that are buildings. However, many of these elements may also be applicable to other types of facilities. Data elements that are unique to facilities other than buildings have not been included.

2. 2101-2199 Building Data

   This block of data elements contains descriptive characteristics applicable to each building of the institution.

3. 2201-2299 Room Data

This block of data elements contains descriptive characteristics of assignable interior spaces of a building, i.e., each room within each building.

Facilities that are not buildings would have only the Facility block of data elements associated with them. However, facilities that are buildings would have the Facility Data block, Building Data block, and Room Data block associated with them. Associated with each building would normally be multiple Room Data blocks.

The description of each data element contains the following information:

1. Element Number: A four-digit number to identify each data element. The first digit of the element number specifies the section of the Data Element Dictionary this element is related to. The second digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.

2. Element Title: A brief identification of the data element.

3. Definition: A brief description of the data element.

4. Codes, Categories, and Comments: A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions, or additional information that may be required to further define the data element, justify its inclusion, identify its relationship to other data elements, or identify the source of data category definitions.

5. Uses: An identification of various NCHEMS products that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required to derive another data element used by an NCHEMS product. Most data elements fall into this latter category.

The following abbreviations are used to describe the various NCHEMS products:

Cost Finding Principles	CFP
Higher Education Facilities Inventory and Classification Manual	FICM
Higher Education Facilities Planning and Management Manuals	SAM
Information Exchange Procedures	IEP
Program Measures	PM
Statewide Measures	SWM

6. Date Issued: Indicates calendar date on which NCHEMS released this version of the data element. Institutions may wish to use the "date issued" space for those data elements they have added to the Data Element Dictionary.

CHAPTER II

FACILITIES-RELATED DATA ELEMENT INDICES

ALPHABETICAL INDEX

Data Element	DED No.	Page
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Assignable Area	2101	2.4.2
Assignable Square Feet	2203	2.5.4
Book Value - Facility	2007	2.3.8
Circulation Area	2104	2.4.5
Condition	2009	2.3.10
Custodial Area	2103	2.4.4
Design Capacity	2207	2.5.8
Estimated Replacement Cost	2005	2.3.6
Facility Identifier	2001	2.3.2
Facility Inventory Date	2012	2.3.13
Facility Name	2002	2.3.3
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Functional Suitability - Facility	2010	2.3.11
Functional Suitability - Room	2209	2.5.10
Gross Area	2004	2.3.5
Initial Occupancy Date	2107	2.4.8
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Data Element	DED No.	Page
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Number of Levels	2108	2.4.9
Organizational Unit - Room	2204	2.5.5
Ownership	2008	2.3.9
Program Category Identifier	2206	2.5.7
Program Identifier	2205	2.5.6
Room Accessibility	2210	2.5.11
Room Identifier	2201	2.5.2
Room Inventory Date	2212	2.5.13
Room Use	2202	2.5.3
Special Facilities and Equipment - Availability	2211	2.5.12
Station Type	2208	2.5.9
Structural Area	2106	2.4.7
Structural Type	2109	2.4.10
Year of Construction	2006	2.3.7

ALPHABETICAL INDEX BY NCHEMS PRODUCT

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
COST FINDING PRINCIPLES (CFP)	Book Value - Facility	2007
	Ownership	2008
HIGHER EDUCATION FACILITIES INVENTORY AND CLASSIFICATION MANUAL (FICM)	Actual Number of Stations	2213
	Assignable Area	2101
	Assignable Square Feet	2203
	Circulation Area	2104
	Condition	2009
	Custodial Area	2103
	Design Capacity	2207
	Estimated Replacement Cost	2005
	Facility Identifier	2001
	Facility Inventory Date	2012
	Facility Name	2002
	Gross Area	2004
	Mechanical Area	2105
	Nonassignable Area	2102
	Organizational Unit - Room	2204
	Ownership	2008
	Program Category Identifier	2206
	Program Identifier	2205
	Room Identifier	2201
	Room Inventory Date	2212
	Room Use	2202
	Structural Area	2106
	Year of Construction	2006
HIGHER EDUCATION FACILITIES PLANNING AND MANAGEMENT MANUALS (SAM)	Actual Number of Stations	2213
	Assignable Area	2101
	Assignable Square Feet	2203
	Condition	2009
	Design Capacity	2207
	Facility Identifier	2001
	Facility Inventory Date	2012
	Facility Name	2002
	Functional Suitability - Facility	2010
	Functional Suitability - Room	2209
	Gross Area	2004
	Nonassignable Area	2102
	Organizational Unit - Room	2204
	Program Identifier	2205
	Room Identifier	2201
	Room Inventory Date	2212
	Room Use	2202
	Station Type	2208

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
INFORMATION EXCHANGE PROCEDURES (IEP)	Assignable Area	2101
	Assignable Square Feet	2203
	Program Category Identifier	2206
	Program Identifier	2205
	Room Use	2202
PROGRAM MEASURES (PM)	Actual Number of Stations	2213
	Assignable Square Feet	2203
	Design Capacity	2207
	Program Category Identifier	2206
	Program Identifier	2205
	Room Use	2202
STATEWIDE MEASURES (SWM)	Actual Number of Stations	2213
	Assignable Area	2101
	Assignable Square Feet	2203
	Condition	2009
	Design Capacity	2207
	Estimated Replacement Cost	2005
	Functional Suitability - Facility	2010
	Functional Suitability - Room	2209
	Gross Area	2004
	Nonassignable Area	2102
	Ownership	2008
	Program Category Identifier	2206
	Program Identifier	2205
	Room Use	2202
	Station Type	2208

CHAPTER III

FACILITIES-RELATED DATA ELEMENTS

FACILITY DATA

DED No.	Title
2001	Facility Identifier
2002	Facility Name
2003	Facility Name Abbreviation
2004	Gross Area
2005	Estimated Replacement Cost
2006	Year of Construction
2007	Book Value - Facility
2008	Ownership
2009	Condition
2010	Functional Suitability - Facility
2011	Location - Facility
2012	Facility Inventory Date

A separate block of data elements should be collected for each institutional facility.

ELEMENT TITLE: Facility Identifier

DEFINITION:

The official number or other identifier that serves to uniquely identify the facility.

CODES, CATEGORIES, AND COMMENTS:

This element corresponds to element 1206 and element 4014. This element is linked to elements 2002 and 2003.

USES: SAM, FICM

DATE ISSUED: November 1973

2002
ELEMENT NUMBER

ELEMENT TITLE: Facility Name

DEFINITION:

The official name for the facility.

CODES, CATEGORIES, AND COMMENTS:

This element corresponds to element 4015. This element is linked to elements 2001 and 2003.

USES: SAM, FICM

DATE ISSUED: November 1973

2003
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE: Facility Name Abbreviation

DEFINITION:

An abbreviation of the name of the facility.

CODES, CATEGORIES, AND COMMENTS:

This element is linked to elements 2001 and 2002.

USES:

DATE ISSUED: November 1973

ELEMENT TITLE: Gross Area

DEFINITION:

The total sum of the area of the facility included within its boundaries. For buildings, the gross area is equal to the sum of the floor areas of the building included within the outside faces of exterior walls for all stories or areas that have floor surfaces.

CODES, CATEGORIES, AND COMMENTS:

To derive this element, measure the actual gross area in square feet or acreage; i.e., building and land.

USES: FICM, SAM, SWM

DATE ISSUED: November 1973

ELEMENT TITLE: Estimated Replacement Cost

DEFINITION:

The estimated cost to replace the facility at the time of the inventory, usually determined in terms of the cost to replace the facility* at current construction rates, and in accordance with current facility codes and standard construction methods, and current accepted practices and policies of the institution.

CODES, CATEGORIES, AND COMMENTS:

Actual dollar amount (rounded to nearest whole dollar).

*If the facility is a building, the estimated replacement cost should be determined in terms of the cost to replace the building's assignable floor area at current construction costs in accordance with current building codes, standard construction methods, and currently accepted practices and policies of the institution.

USES: FICM, SWM

DATE ISSUED: November 1973

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2006

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE: Year of Construction

DEFINITION:

The calendar year in which the original facility was completed regardless of any later date of occupancy, as in the case of leased or rented facilities.

CODES, CATEGORIES, AND COMMENTS:

Three low-order digits of calendar year; e.g., 1972 = "972".

USES: FICM

DATE ISSUED: November 1973

ELEMENT NUMBER: 2007

ELEMENT TITLE: Book Value - Facility

DEFINITION:

The dollar amount carried by the institution on its financial records as the book value of the facility.

CODES, CATEGORIES, AND COMMENTS:

Actual dollar amount (rounded to nearest whole dollar). Capital improvements would usually increase the book value of the facility.

Include fixed equipment cost, site acquisition, and/or development cost in determining total book value for a facility.

USES: CFP

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE: Ownership

DEFINITION:

The agency with which the title to the facility rests.

CODES, CATEGORIES, AND COMMENTS:

Code	Category/Definition
1	Owned Fee Simple.
2	Title vested in the institution and being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization).
3	Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements.)
4	Not owned by the institution, but leased or rented to the institution at a typical local rate.
5	Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
6	Not owned by the institution, but shared with an educational organization that is not a postsecondary educational institution.
7	Not owned by the institution, but shared with another postsecondary educational institution.
8	Other (e.g., not owned by the institution, but shared with a non-educational institution).

The above categories and definitions are those recommended in the Higher Education Facilities Inventory and Classification Manual (Romney, 1972).

USES: FICM, CFP, SWM

DATE ISSUED: November 1973

2009
ELEMENT NUMBER

ELEMENT TITLE: Condition

DEFINITION:

The physical status and quality of the facility at the time of the inventory, based upon the best judgment of those responsible for campus development and/or state defined rates.

CODES, CATEGORIES, AND COMMENTS:

Code	Category	Definition
1	Satisfactory	Suitable for continued use with normal maintenance.
2	Remodeling-A	Requires restoration to present acceptable standards without major room use changes, alterations, modernizations, or expansion. The approximate cost of Remodeling A is not greater than 25% of the estimated replacement cost of the facility.
3	Remodeling-B	Requires major updating and/or modernization of the facility. The approximate cost of Remodeling B is greater than 25%, but not greater than 50% of the estimated replacement cost of the facility.
4	Remodeling-C	Requires major remodeling of the facility. The approximate cost of Remodeling C is greater than 50% of the replacement cost of the facility.
5	Demolition	Should be demolished or abandoned because the facility is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories 1, 2, 3, & 4. If a facility is scheduled for demolition, its condition is recorded as "demolition," regardless of its condition.
6	Termination	Planned termination or relinquishment of occupancy of the facility for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over 1, 2, 3, & 4. If a facility is scheduled for termination, its condition is recorded as "termination," regardless of its condition.

The above categories and definitions are those recommended in the Higher Education Facilities Inventory and Classification Manual (Romney, 1972). Many of these categories would be applicable only to buildings.

USES: SAM, FICM, SWM

DATE ISSUED: November 1973

2010
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE: Functional Suitability - Facility

DEFINITION:

A rating for the appropriateness of the facility for its assigned activities.

CODES, CATEGORIES, AND COMMENTS:

An institutionally defined rating. This data element may take precedence over data element 2209 (Functional Suitability - Room).

USES: SAM, SWM

DATE ISSUED: November 1973

ELEMENT TITLE: Location - Facility

DEFINITION:

The institutional designation of the geographic placement of the facility.

CODES, CATEGORIES, AND COMMENTS:

Campus facilities often are located using the coordinates of a campus grid system. Special designating schemes would be necessary to code the location of off-campus facilities.

USES:

DATE ISSUED: November 1973

2012
ELEMENT NUMBER

ELEMENT TITLE: Facility Inventory Date

DEFINITION:

The calendar date when this facility was added to the inventory or when the inventory for this facility was updated.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; i.e., March 1, 1949 = 490301.

See Appendix 5.

USES: FICM, SAM

DATE ISSUED: November 1973

CHAPTER IV

FACILITIES-RELATED DATA ELEMENTS

BUILDING DATA

DED No.	Title
2101	Assignable Area
2102	Nonassignable Area
2103	Custodial Area
2104	Circulation Area
2105	Mechanical Area
2106	Structural Area
2107	Initial Occupancy Date
2108	Number of Levels
2109	Structural Type

The data elements in this chapter should be linked together. A separate block of data is recommended for each building. This block of data elements should be linked to related data blocks in Chapters III and V of the Data Element Dictionary Facilities Section.

2101

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE: Assignable Area

DEFINITION:

The sum of all areas on all floors of a building assigned to, or available for assignment to, or available for assignment to an occupant; including every type of space functionally usable by an occupant expecting those spaces defined as custodial, circulation, mechanical, and structural areas.

CODES, CATEGORIES, AND COMMENTS:

Actual assignable area square footage. All assignable areas should be surfaces that form the boundaries of the designated areas. Assignable areas should be calculated to the nearest square foot.

USES: FICM, SAM, IEP, SWM

DATE ISSUED: November 1973

ELEMENT TITLE: Nonassignable Area

DEFINITION:

That portion of the area of a building that is not available for assignment to building occupants but that instead is necessary for the general operation of the building. By definition, nonassignable area consists exclusively of the following: circulation, custodial, mechanical, and structural areas.

CODES, CATEGORIES, AND COMMENTS:

Actual nonassignable area square footage. This element is equal to data element 2004 (Gross Area) less data element 2101 (Assignable Area).

USES: FICM, SAM, SWM

DATE ISSUED: November 1973

2103
ELEMENT NUMBER

ELEMENT TITLE: Custodial Area

DEFINITION:

That portion of the nonassignable area that is the sum of all areas of a building used for its protection, care, and maintenance.

CODES, CATEGORIES, AND COMMENTS:

Actual custodial area square footage. Custodial space should include such areas as trashrooms, guardrooms, custodial rooms, custodial locker rooms, and custodial supply rooms.

USES: FICM

DATE ISSUED: November 1973

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2104
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE: Circulation Area

DEFINITION:

That nonassignable portion of a building which is required for physical access to some subdivision of space, whether directly bounded by partitions or not.

CODES, CATEGORIES, AND COMMENTS:

Actual circulation area square footage. Circulation space should include; but not be limited to, corridors, elevator shafts, escalators, fire towers, stairways, loading platforms, elevator lobbies, and tunnels and bridges.

USES: FICM

DATE ISSUED: November 1973

2105
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE: Mechanical Area

DEFINITION:

That portion of the gross area designed to house mechanical equipment, utility services, and nonprivate toilet facilities.

CODES, CATEGORIES, AND COMMENTS:

Actual mechanical area square footage. Mechanical areas should include, but not be limited to, central utility plants, airduct shafts, boiler rooms, fixed mechanical and electrical rooms, fuel rooms, mechanical service shafts, meter and communication closets, service chutes, stacks, and nonprivate toilet rooms (custodial and public).

USES: FICM

DATE ISSUED: November 1973

2106	ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE: Structural Area

DEFINITION:

That portion of the gross area that cannot be occupied or put to use because of the presence of structural features of the building.

CODES, CATEGORIES, AND COMMENTS:

Structural area should generally be determined by assuming it to be the residual area after the assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area. Examples of building features normally classified as structural area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of a building.

USES: FICM

DATE ISSUED: November 1973

2107
ELEMENT NUMBER

ELEMENT TITLE: Initial Occupancy Date

DEFINITION:

The calendar date when this building was first occupied by the institution.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code - YYMMDD; i.e., November 12, 1948 = 481112.

See Appendix 5.

USES:

DATE ISSUED: November 1973

2108

ELEMENT NUMBER

ELEMENT TITLE: Number of Levels

DEFINITION:

The number of floor levels in the building, including basements and sub-basements, mezzanines, and attics.

CODES, CATEGORIES, AND COMMENTS:

Actual number of levels. Each floor level should include some assignable area.

USES:

DATE ISSUED: November 1973

ELEMENT NUMBER	2109

ELEMENT TITLE: Structural Type

DEFINITION:

The major construction components of the building.

CODES, CATEGORIES, AND COMMENTS:

An institutionally defined set of codes that delineate possible structural categories.

USES:

DATE ISSUED: November 1973

CHAPTER V

FACILITIES-RELATED DATA ELEMENTS

ROOM DATA

DED No.	Title
2201	Room Identifier
2202	Room Use
2203	Assignable Square Feet
2204	Organizational Unit - Room
2205	Program Identifier
2206	Program Category Identifier
2207	Design Capacity
2208	Station Type
2209	Functional Suitability - Room
2210	Room Accessibility
2211	Special Facilities and Equipment - Availability
2212	Room Inventory Date
2213	Actual Number of Stations

The elements in this block of data are to be linked together.

ELEMENT TITLE: Room Identifier

DEFINITION:

The official number or other identifier that serves to uniquely identify the room.

CODES, CATEGORIES, AND COMMENTS:

Normally, this is the room number. The Facility Identifier should be used in conjunction with the Room Identifier in order to identify the room uniquely. This element corresponds to elements 1207 and 4016.

USES: FICM, SAM

DATE ISSUED: November 1973

2202
ELEMENT NUMBER

ELEMENT TITLE: Room Use

DEFINITION:

Description of the use of each room according to the standard categorization scheme presented in the Higher Education Facilities Inventory and Classification Manual.

CODES, CATEGORIES, AND COMMENTS:

Categorization of rooms by primary use is in accordance with the Higher Education Facilities Inventory and Classification Manual (Romney, 1972). See Appendix 6 for codes and definitions of the categories and subcategories.

USES: FICM, SAM, PM, IEP, SWM

DATE ISSUED: November 1973

2203
ELEMENT NUMBER

ELEMENT TITLE: Assignable Square Feet

DEFINITION:

The floor area of the room, measured between the principal surface of the walls and partitions at or near floor level.

CODES, CATEGORIES, AND COMMENTS:

Room assignable square footage should be computed to the nearest square foot.

USES: FICM, SAM, PM, IEP, SWM

DATE ISSUED: November 1973

2204
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE: Organizational Unit - Room

DEFINITION:

The academic department or other organizational division to which a room is assigned.

CODES, CATEGORIES, AND COMMENTS:

This element corresponds to elements 1001, 3010, and 4203, and should be consistent throughout all uses and files.

Where there are multiple uses by different departments, primary intent or major uses should be the consideration for assignment.

USES: FICM, SAM

DATE ISSUED: November 1973

2205

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE: Program Identifier

DEFINITION:

The two-digit numeric code corresponding to the first two digits of the Program Classification Structure code that identify the program to which the activities occurring in the room contribute.

CODES, CATEGORIES, AND COMMENTS:

The first two digits of the Program Classification Structure code.

These data imply "a room-by-room coding of programs and program categories (discipline categories) and are designed only for the smallest of institutions. For larger colleges and universities, an alternative method that is more compatible with modern data processing capabilities would be to summarize the information on the basis of room use categories for each institutional organizational unit and then assign the appropriate program and program category codes to each group of rooms, applying any appropriate prorations and/or distributions to these aggregate amounts of floor area."*

This element corresponds to elements 1008, 3007, and 4403, and should be consistent throughout all uses and files.

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*Leonard C. Romney, Higher Education Facilities Inventory and Classification Manual. (Boulder, Colorado: Western Interstate Commission for Higher Education, December, 1972). p. 21.

USES: FICM, SAM, PM, SWM, IEP

DATE ISSUED: November 1973

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2206

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE: Program Category Identifier

DEFINITION:

The third through the sixth digits of the Program Classification Structure code. This four-digit classification identifies related program elements by discipline area or major function to which the activities occurring in the room contribute.

CODES, CATEGORIES, AND COMMENTS:

Standardized program category four-digit numeric codes described in NCHEMS Program Classification Structure (Gulko, 1972).

See Appendix 1.

This element corresponds to elements 1009, 3008, and 4404. It should be consistent throughout all uses and files.

USES: IEP, PM, FICM, SWM

DATE ISSUED: November 1973

2207

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE: Design Capacity

DEFINITION:

The number of stations which a room is designed to accommodate at one time when used in the manner originally intended.

CODES, CATEGORIES, AND COMMENTS:

This element may be a function of design capacity or some existing standard.

USES: FICM, SAM, PM, SWM

DATE ISSUED: November 1973

2208
ELEMENT NUMBER

ELEMENT TITLE: Station Type

DEFINITION:

An institutionally defined code for the type of station(s) within this room.

CODES, CATEGORIES, AND COMMENTS:

May include fixed or movable chairs, table seating, stools, lab stations, desks, etc.

USES: SAM, SWM

DATE ISSUED: November 1973

2209
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE: Functional Suitability - Room

DEFINITION:

An institutionally defined rating for the appropriateness of the room for its assigned activities.

CODES, CATEGORIES, AND COMMENTS:

This element may be overridden by the functional suitability of the building (element 2010).

Categories may include satisfactory, needs major renovation, inadequate for this program, etc.

USES: SAM, SWM

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

2210

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE: Room Accessibility

DEFINITION:

An indication of whether or not the room is accessible by a person in a wheel chair.

CODES, CATEGORIES, AND COMMENTS:

Although the door to a given room may be wide enough to accommodate entrance by a wheel chair, perhaps no ramp to the building or elevator is available. Hence, rooms in such a building should not be coded as accessible.

USES:

DATE ISSUED: November 1973

2211
ELEMENT NUMBER

ELEMENT TITLE: Special Facilities and Equipment - Availability

DEFINITION:

A code which indicates the availability of special structural features, arrangements, utilities, fixed equipment, or appliances in a room.

CODES, CATEGORIES, AND COMMENTS:

An institutionally defined code that may be based on programmatic factors or maintenance factors; e.g., air conditioned, special equipment, built-in computer terminals, closed circuit TV, etc.

USES:

DATE ISSUED: November 1973

ELEMENT NUMBER
2212

ELEMENT TITLE: Room Inventory Date

DEFINITION:

The calendar date when the inventory for this room was taken or updated.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; i.e., July 1, 1972 = 720701.

See Appendix 5.

USES: FICM, SAM

DATE ISSUED: November 1973

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2213
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE: Actual Number of Stations

DEFINITION:

The actual number of stations for primary occupants or users of the room.

CODES, CATEGORIES, AND COMMENTS:

The number of stations may be aggregated by station type.

USES: PM, FICM, SAM, SWM

DATE ISSUED: November 1973

CHAPTER VI

FACILITY-RELATED DATA ELEMENTS

SUGGESTED COBOL PICTURES

DATA ELEMENTS	DED NO.	COBOL PICTURE
Actual Number of Stations	2213	9(04)
Assignable Area	2101	9(07)
Assignable Square Feet	2203	9(05)
Book Value - Facility	2007	9(08)
Circulation Area	2104	9(06)
Condition	2009	9(01)
Custodial Area	2103	9(06)
Design Capacity	2207	9(04)
Estimated Replacement Cost	2005	9(08)
Facility Identifier	2001	X(06)
Facility Inventory Date	2012	9(06)
Facility Name	2002	X(30)
Facility Name Abbreviation	2003	X(06)
Functional Suitability - Facility	2010	X(01)
Functional Suitability - Room	2209	X(01)
Gross Area	2004	9(07)
Initial Occupancy Date	2107	9(06)
Location - Facility	2011	X(10)
Mechanical Area	2105	9(06)
Nonassignable Area	2102	9(07)
Number of Levels	2108	9(02)
Organizational Unit - Room	2204	X(06)
Ownership	2008	9(01)
Program Category Identifier	2206	9(04)
Program Identifier	2205	9(02)
Room Accessibility	2210	X(01)
Room Identifier	2201	X(04)
Room Inventory Date	2212	9(06)
Room Use	2202	9(03)
Special Facilities and Equipment - Availability	2211	X(02)
Station Type	2208	X(01)
Structural Area	2106	9(06)
Structural Type	2109	X(01)
Year of Construction	2006	9(03)

CHAPTER VII

FACILITY-RELATED DATA ELEMENTS

CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Actual Stations	106	2213	Actual Number of Stations
Building Levels	021	2108	Number of Levels
Circulation Area	007	2104	Circulation Area
Construction Area	009	2106	Structural Area
Custodial Area	006	2103	Custodial Area
Estimated Replacement Value	012	2005	Estimated Replacement Cost
Facility Location	020	2011	Location - Facility
Facility Name	002	2002	Facility Name
Facility Name Abbreviation	003	2003	Facility Name Abbreviation
Facility Number	001	2001	Facility Identifier
Facility Ownership	016	2008	Ownership
Functional Suitability	019	2010 2209	Functional Suitability - Facility Functional Suitability - Room
Gross Area	004	2004	Gross Area
Initial Occupancy Date	017	2107	Initial Occupancy Date
Mechanical Area	008	2105	Mechanical Area
Net Assignable Area, Facility	005	2101	Assignable Area
Net Assignable Area, Room	103	2203	Assignable Square Feet
Organizational Unit	104	2204	Organizational Unit - Room
Physical Condition	018	2009	Condition
Program Identification	105	2206 2205	Program Category Identifier Program Identifier

FACILITIES CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Room Accessibility	109	2210	Room Accessibility
Room Number	101	2201	Room Identifier
Room Type	102	2202	Room Use
Station Design Capacity	107	2207	Design Capacity
Station Type	108	2208	Station Type
Structural Type	022	2109	Structural Type

FACILITIES CHANGES - Continued

DELETIONS	DED NO.	DED NO.	ADDITIONS
Acquisition or Construction Cost	013	2007	Book Value - Facility
Additional Capital	011	2012	Facility Inventory Date
Construction Process	023	2102	Nonassignable Area
Initial Capital Investment	010	2212	Room Inventory Date
		2206	Program Category Identifier
Movable Equipment Cost	014	2211	Special Facilities and Equipment - Availability
Site Acquisition and/or Development Cost	015	2006	Year of Construction

DATA ELEMENT DICTIONARY: FINANCE

FINANCE-RELATED DATA ELEMENTS

TABLE OF CONTENTS

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V. Changes from First Edition 3.5.1

CHAPTER I

FINANCE-RELATED DATA ELEMENTS
DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains data elements pertaining to financial information. The transactional data elements necessary for many operational data systems have not been identified.

The categories listed for the finance-related data elements are consistent with those that will be recommended in the revised College and University Business Administration due for publication in 1974. These same categories are recommended by Audits of Colleges and Universities (American Institute of Certified Public Accountants, 1973) and will be included in the Higher Education Finance Manual due for publication by NCHEMS in 1974. The Data Element Dictionary is not a replacement for existing handbooks on financial procedures for institutions of higher education.

The description of each data element contains the following information:

1. Element Number: A four-digit number to identify each data element. The first digit of the element number specifies the section of the Data Element Dictionary this element is related to. The second digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.

2. Element Title: A brief identification of the data element.

3. Definition: A brief description of the data element.

4. Codes, Categories, and Comments: A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions, or additional information that may be required to further define the data element, justify its inclusion, identify its relationship to other data elements, or identify the source of data category definitions.

5. Uses: An identification of various NCHEMS products that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required to derive another data element used by an NCHEMS product. Most data elements fall into this latter category.

The following abbreviations are used to describe the various NCHEMS products:

Cost Finding Principles	CFP
Faculty Activity Analysis	FAA
Higher Education Finance Manual	HEFM

Information Exchange Procedures	IEP
Program Measures	PM
Resource Requirements Prediction Model	RRPM
Statewide Measures	SWM

6. Date Issued: Indicates calendar date that NCHEMS released this version of the data element. Institutions may wish to use this space to indicate those data elements that they have added to the Data Element Dictionary.

CHAPTER II

FINANCE-RELATED DATA ELEMENTS

INDICES

ALPHABETICAL INDEX

Data Element	DED No.	Page
Account Number	3012	3.3.13
Balance Sheet Categories	3003	3.3.4
Dollar Amount	3013	3.3.14
Fiscal Year	3011	3.3.12
Functional Classification	3005	3.3.6
Fund Group	3001	3.3.2
Object Classification	3006	3.3.7
Organizational Unit - Account	3010	3.3.11
Program Category Identifier	3008	3.3.9
Program Identifier	3007	3.3.8
Program Sector Identifier	3009	3.3.10
Restriction Category	3002	3.3.3
Source of Funds	3004	3.3.5

ALPHABETICAL INDEX BY NCHEMS PRODUCT

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
COST FINDING PRINCIPLES (CFP)	Account Number	3012
	Dollar Amount	3013
	Fiscal Year	3011
	Fund Group	3001
	Functional Classification	3005
	Object Classification	3006
	Program Category Identifier	3008
	Program Identifier	3007
	Program Sector Identifier	3009
FACULTY ACTIVITY ANALYSIS (FAA)	Account Number	3012
	Dollar Amount	3013
	Fiscal Year	3011
	Fund Group	3001
	Object Classification	3006
	Organizational Unit - Account	3010
	Program Category Identifier	3008
	Program Identifier	3007
	Program Sector Identifier	3009
HIGHER EDUCATION FINANCE MANUAL (HEFM)	Account Number	3012
	Balance Sheet Categories	3003
	Dollar Amount	3013
	Fiscal Year	3011
	Fund Group	3001
	Object Classification	3006
	Organizational Unit - Account	3010
	Program Category Identifier	3008
	Program Identifier	3007
	Program Sector Identifier	3009
	Restriction Category	3002
	Source of Funds	3004
INFORMATION EXCHANGE PROCEDURES (IEP)	Account Number	3012
	Dollar Amount	3013
	Fiscal Year	3011
	Fund Group	3001
	Object Classification	3006
	Program Category Identifier	3008
	Program Identifier	3007
	Program Sector Identifier	3009
	Source of Funds	3004

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
PROGRAM MEASURES (PM)	Account Number	3012
	Dollar Amount	3013
	Fiscal Year	3011
	Fund Group	3001
	Object Classification	3006
	Organizational Unit - Account	3010
	Program Category Identifier	3008
	Program Identifier	3007
	Program Sector Identifier	3009
	Restriction Category	3002
	Source of Funds	3004
RESOURCE REQUIREMENTS PREDICTION MODEL (RRPM)	Account Number	3012
	Dollar Amount	3013
	Fiscal Year	3011
	Fund Group	3001
	Object Classification	3006
	Organizational Unit - Account	3010
	Program Category Identifier	3008
	Program Identifier	3007
	Program Sector Identifier	3009
STATEWIDE MEASURES (SWM)	Dollar Amount	3013
	Fiscal Year	3011
	Functional Classification	3005
	Fund Group	3001
	Object Classification	3006
	Program Category Identifier	3008
	Program Identifier	3007
	Program Sector Identifier	3009
	Restriction Category	3002
	Source of Funds	3004

CHAPTER III

FINANCE-RELATED DATA ELEMENTS

DED No.	Title
3001	Fund Group
3002	Restriction Category
3003	Balance Sheet Categories
3004	Source of Funds
3005	Functional Classification
3006	Object Classification
3007	Program Identifier
3008	Program Category Identifier
3009	Program Sector Identifier
3010	Organizational Unit - Account
3011	Fiscal Year
3012	Account Number
3013	Dollar Amount

ELEMENT TITLE: Fund Group

DEFINITION:

A group of funds of similar character where *fund* is defined as:

> An accounting entity established for the purpose of carrying on specified activities or obtaining certain objectives in accordance with special regulations, restrictions, or limitations.

CODES, CATEGORIES, AND COMMENTS:

Category	Definition
Current Funds	Funds expendable for current operating purposes, either unrestricted or restricted.
Loan Funds	Funds available to be loaned to students, faculty, or staff.
Endowment and Similar Funds	Those funds whose principal is nonexpendable as of the date of reporting and is invested, or is available for investment, for the purpose of producing income. Included are endowment funds, term endowment funds, and quasi-endowment funds.
Annuity and Life Income Funds	Those funds acquired by an institution subject to annuity contracts, living trust agreements, or gifts and bequests reserving life income to one or more beneficiaries.
Plant Funds	Funds to be used for the construction, rehabilitation, and acquisition of physical properties for institutional purposes; funds already expended for plant properties; funds set aside for the renewal and replacement thereof; and funds accumulated for the retirement of indebtedness thereon.
Agency Funds	Funds received and held by an institution as custodian or fiscal agent for others; funds of student organizations, individual students, or faculty members.

The above categories represent one suggested possible set. An alternative set of codes and categories may be equally appropriate. The coding of this element is institutionally defined.

USES: HEFM, PM, CFP, RRPM, FAA, IEP, SWM

DATE ISSUED: November 1973

3002
ELEMENT NUMBER

ELEMENT TITLE: Restriction Category

DEFINITION:

The limitations placed by the donor upon the uses of monies available to the institution.

CODES, CATEGORIES, AND COMMENTS:

Category	Definition
Unrestricted	Monies available for any purpose. The unrestricted category also includes monies expendable only for those purposes designated by the governing board of the institution.
Restricted	Monies that are expendable only for those purposes stipulated by the donor. Restricted monies do not include monies designated for a specific purpose by the institutional governing board.

Institutions will usually have more detailed categories within the above groupings. Institutions may wish to identify other restriction categories (i.e., designated).

USES: HEFM, PM, SWM

DATE ISSUED: November 1973

3003

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Finance Related Data Elements

ELEMENT TITLE: Balance Sheet Categories

DEFINITION:

An institutionally defined code that identifies the nature of the various elements of the institutional statement of financial condition. These elements will be reflected in the statement of each self-balancing fund group.

CODES, CATEGORIES, AND COMMENTS:

Category	Definition
Assets	Economic resources that are owned by the institution. May have a definite physical character such as buildings or equipment or may exist in the form of valuable legal claims or rights.
Liabilities	Obligations owed by the institution.
Fund Balance	The difference between assets and liabilities.*

*For some accounts, this entry may constitute the balance of a specific fund.

Institutions will usually have more detailed categories within the above groupings. Typical balance sheet categories within the above groups are identified and defined in College and University Administration (ACE, 1968).

USES: HEFM

DATE ISSUED: November 1973

3004
ELEMENT NUMBER

ELEMENT TITLE: Source of Funds

DEFINITION:

An identifier that groups funds according to the points of origin of revenues.

CODES, CATEGORIES, AND COMMENTS:

Category*

Tuition and Fees
Governmental Appropriation
  . Federal
  . State
  . Local
Governmental Grants
  . Federal
  . State
  . Local
Private Gifts, Grants, and Contracts
Endowment Income
Sales and Services of Educational Activities
Sales and Services of Auxiliary Enterprises
Sales and Services of Hospitals
Other Sources

Institutions will usually have more detailed categories within the above groups.

*See Appendix 2 for a further description of these categories.

USES: PM, HEFM, IEP, SWM

DATE ISSUED: November 1973

ELEMENT TITLE: Functional Classification

DEFINITION:

An institutionally defined code that groups current funds expenditures according to the purpose for which costs were incurred.

CODES, CATEGORIES, AND COMMENTS:

Category*

- Instruction
- Research
- Public Service
- Academic Support
- Student Support
- Operation and Maintenance of Physical Plant
- Institutional Support
- Student Aid
- Auxiliary Enterprises
- Hospitals

The precise definitions of each category have not been adopted as of the date of issue. Institutions will usually have more detailed categories within the above groupings.

*See Appendix 8 for a further description of these categories.

USES: CFP, SWM

DATE ISSUED: November 1973

3006
ELEMENT NUMBER

ELEMENT TITLE: Object Classification

DEFINITION:

The classification of expenditures according to the nature of the cost incurred.

CODES, CATEGORIES, AND COMMENTS:

Instruction/Research/ Public Service Personnel Compensation	The total amount of dollars including gross salaries and fringe benefits paid directly to or on behalf of all exempt personnel who have a majority (50% or more) of their activities in 1.0, 2.0, and 3.0 of the PCS.
Administrative/ Support Personnel Compensation	The total amount of dollars including gross salaries and fringe benefits paid directly to or on behalf of all exempt personnel who have a majoritv (more than 50%) of their activities in 4.0, 5.0, and 6.0.
Other Staff Compensation	The total amount of dollars including gross salaries and fringe benefits paid directly to or on behalf of all non-exempt personnel.
Supplies & Services	A broad category of expenditures which includes all types of current funds expenditures except compensation, capital expenditures and student aid. Supplies and services include: Supplies, Communications, Travel, Rent, Other Contractual Services, and Non-Capital Equipment.
Capital Equipment	Funds expended for land, improvements to land, buildings, additions to buildings, and equipment with an acquisition cost of $500 or more and an expected service life that exceeds two years.*
Student Aid	Includes all grants, stipends, tuition and fees remissions, and gifts to students that are outright awards and are not contingent upon services to be rendered by the student. This aid can be federally, state, locally, privately, or institutionally derived.

*The minimum service life and acquisition cost criteria for capitalization of equipment reflect the current standards set by the Cost Accounting Standards Board.

Institutions will usually have more detailed categories within the above groupings.

USES: CFP, IEP, PM, HEFM, RRPM, FAA, SWM

~~DATE ISSUED~~: November 1973

ELEMENT TITLE: Program Identifier

DEFINITION:

A two-digit numeric code corresponding to the first two digits of the Program Classification Structure code that identify the program to which the cost of the related activities are aggregated.

CODES, CATEGORIES, AND COMMENTS:

This element corresponds to elements 1008, 2205, and 4403, and should be consistent throughout all uses and files. This element is linked to elements 3008 and 3009.

USES: RRPM, CFP, HEFM, IEP, PM, SWM, FAA

DATE ISSUED: November 1973

3008
ELEMENT NUMBER

ELEMENT TITLE: Program Category Identifier

DEFINITION:

The third through the sixth digits of the Program Classification Structure code. This four-digit classification identifies related program elements by discipline area or major function to which the cost of related activities are aggregated.

CODES, CATEGORIES, AND COMMENTS:

Program categories for the instruction program, the organized research program, and the public service program (excluding cooperative extension service) correspond to the standard taxonomy of fields of study used in the Taxonomy of Instructional Programs in Higher Education (Huff, Chandler, 1970). Refer to Appendix 1.

This element corresponds to elements 1009, 2206, and 4404, and should be consistent throughout all uses and files. This element is linked to 3007 and 3009.

USES: FAA, RRPM, IEP, CFP, PM, HEFM, SWM

DATE ISSUED: November 1973

3009
ELEMENT NUMBER

ELEMENT TITLE: Program Sector Identifier

DEFINITION:

The seventh and eighth digits of the Program Classification Structure code. These two digits identify the level of a course. This two-digit classification identifies the course level to which the cost of related activities are aggregated.

CODES, CATEGORIES, AND COMMENTS:

This element is linked to elements 3007 and 3008. It corresponds to elements 1010 and 4405, and should be consistent throughout all uses and files.

Many institutions will be able to derive this element from the Course Identifier (element 1004).

The categorization is generally derived from the level of student to which any particular course offering within a discipline is primarily directed.

The following categories of "course level" are contained in the Program Classification Structure (Gulko, 1972):

Code	Category
10.	Preparatory
20.	Lower Division
30.	Upper Division
40.	Combined Upper Division and Graduate or Professional
50.	Graduate or Professional Only
*90.	Other

The Information Exchange Procedures and Cost Finding Principles projects are recommending the following aggregations:

Code	Category	Description
20.	Lower Division:	Course offerings at a level of comprehension usually associated with freshmen and sophomore students. This is an aggregated category that includes codes 10. and 20. listed above, all lower division courses and those preparatory courses offered for credit.
30.	Upper Division:	Course offerings at a level of comprehension usually associated with junior and senior students. The jointly offered upper division graduate courses should be classified as upper division. This is an aggregated category including codes 30. and 40. listed above.
50.	Graduate:	Course offerings at a level of comprehension usually associated with post-baccalaureate students. This category is the same as code 50. listed above.

*This category is not used for the IEP project. Courses in this classification should be assigned to the most appropriate category.

USES: FAA, RRPM, IEP, CFP, PM, HEFM, SWM

DATE ISSUED: November 1973

3010
ELEMENT NUMBER

ELEMENT TITLE: Organizational Unit - Account

DEFINITION:

The academic department or other organizational division that has fiscal, programmatic, administrative, and budgetary responsibility for a specified set of activities and accounts.

CODES, CATEGORIES, AND COMMENTS:

This element corresponds to element 1001 and should be consistent throughout all uses and files.

USES: PM, HEFM, RRPM, FAA

DATE ISSUED: November 1973

3011
ELEMENT NUMBER

ELEMENT TITLE: Fiscal Year

DEFINITION:

The institutionally defined consecutive twelve-month period to which a financial transaction or summary is applicable.

CODES, CATEGORIES, AND COMMENTS:

Two low-order digits of the fiscal year; e.g., fiscal year 1973 = "73".

It is recommended that institutions use the federal standard of designating the calendar year in which the fiscal year ends as the fiscal year, e.g., 1972-1973 = fiscal year 1973.

USES: PM, CFP, HEFM, RRPM, IEP, FAA, SWM

DATE ISSUED: November 1973

ELEMENT TITLE: Account Number

DEFINITION:

An institutionally defined code for recording and summarizing financial transactions.

CODES, CATEGORIES, AND COMMENTS:

Each of the codes used to identify data elements 3001 through 3009 often comprise one segment of the account number.

USES: CFP, FAA, HEFM, IEP, PM, RRPM

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY
Finance Related Data Elements

ELEMENT TITLE: Dollar Amount

DEFINITION:

The quantifiable measure of a financial transaction or summary as expressed in U. S. dollars.

CODES, CATEGORIES, AND COMMENTS:

Actual dollar amount. (Negative dollar amounts should be so indicated.)

USES: PM, CFP, HEFM, IEP, RRPM, FAA, SWM

DATE ISSUED: November 1973

CHAPTER IV

FINANCE-RELATED DATA ELEMENTS

SUGGESTED COBOL PICTURES

DATA ELEMENT	DED NO.	COBOL PICTURE
Account Number	3012	9(22)
Balance Sheet Categories	3003	9(02)
Dollar Amount	3013	9(10)V99
Fiscal Year	3011	9(02)
Functional Classification	3005	9(03)
Fund Group	3001	9(02)
Object Classification	3006	9(02)
Organizational Unit - Account	3010	X(06)
Program Category Identifier	3008	9(04)
Program Identifier	3007	9(02)
Program Sector Identifier	3009	9(02)
Restriction Category	3002	9(01)
Source of Funds	3004	9(03)

CHAPTER V

FINANCE-RELATED DATA ELEMENTS

CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
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Dollar Amount	008	3013	Dollar Amount
Functional Classification	006	3005	Functional Classification
Fund Group	001	3001	Fund Group
Object Classification	007	3006	Object Classification
Organizational Unit	003	3010	Organizational Unit - Account
Program Identification	005	3008	Program Category Identifier
		3007	Program Identifier
		3009	Program Sector Identifier
Source of Funds	002	3004	Source of Funds

ADDITIONS	NEW DED NO.
Balance Sheet Categories	3003
Fiscal Year	3011
Restriction Category	3002

DATA ELEMENT DICTIONARY: STAFF

STAFF-RELATED DATA ELEMENTS

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CHAPTER I

STAFF-RELATED DATA ELEMENTS

DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to staff personnel.

For purposes of the Data Element Dictionary, staff is defined as:

> *All persons considered to be employees of the institution.*

It is anticipated that the following categories of staff would be excluded:

1. Those persons hired for brief periods of consultation.

2. Those persons employed by organizations under contract to provide a service to the institution.

The staff-related data elements identified in this section of the Data Element Dictionary have been grouped into five data blocks for convenient presentation and examination. *The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices.* The five blocks of staff-related data elements are:

1. 4001-4099 Demographic and Biographical Data

   This block of data elements is designed to define information about the employee's demographic characteristics and cumulative professional background.

2. 4101-4199 Previous Educational Experience Data

   This block of data elements is designed to define information related to each educational experience of the staff member.

3. 4201-4299 Appointment Data

   This block of data elements is designed to define information about each appointment of the staff member.

4. 4301-4399 Assignment Data

   This block of data elements is designed to define information regarding an employee's assignments within the institution in accordance with the *Manpower Accounting Manual* (Minter, 1972).

5. 4401-4499 Faculty Activity Data

   This block of data elements is designed to define information about each faculty member's activities. (Note: For a further discussion of NCHEMS efforts in this area, see *Faculty Activity Analysis: Overview and Major Issues* and *Faculty Activity Analysis: Procedures Manual* (Manning and Romney, 1973).

Demographic and Biographical Data

- Previous Educational Experience Data

    Appointment Data

    - Assignment Data
        - Faculty Activity Data

Thus, each staff member would be expected to have one block of demographic and biographical data elements along with one or more blocks of previous educational experience data. In addition, all employees would have one or more appointment blocks per year with an appropriate number of assignment blocks linked to each appointment block. Also, all employees considered by the institution to be faculty members would have a number of activity data blocks, i.e., one block per activity. It is important that institutions maintain the appointment, assignment, and faculty activity data elements historically.

Institutions should structure their data bases in such a manner as to link these five data blocks. This is particularly important in identifying specific assignments with appointments and also in linking faculty activities with their appropriate appointments and assignments.

The description of each data element contains the following information:

1. Element Number: A four-digit number to identify each data element. The first digit of the element number specifies the section of the Data Element Dictionary this element is related to. The second digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.

2. Element Title: A brief identification of the data element.

3. Definition: A brief description of the data element.

4. Codes, Categories, and Comments: A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions, or additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.

5. Uses: An identification of various NCHEMS products that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required to derive another data element used by an NCHEMS product. Most data elements fall into this latter category.

The following abbreviations are used to describe the various NCHEMS products:

Cost Finding Principles	CFP
Faculty Activity Analysis	FAA
Higher Education Facilities Planning and Management Manuals	SAM
Higher Education Finance Manual	HEFM
Information Exchange Procedures	IEP
Manpower Accounting Manual	PCM
Program Measures	PM
Resource Requirements Prediction Model	RRPM
Statewide Measures	SWM

6. Date Issued: Indicates calendar date that NCHEMS released this version of the data element. Institutions may wish to use this space for those data elements they have added to the Data Element Dictionary.

CHAPTER II

STAFF-RELATED DATA ELEMENTS

INDICES

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	Activity Full-Time Equivalent	4402
	Appointment Effective Date	4207
	Appointment Expiration Date	4208
	Appointment Full-Time Equivalent	4205
	Appointment Period	4206
	Assignment	4301
	Assignment Beginning Date	4303
	Assignment Ending Date	4304
	Assignment Full-Time Equivalent	4302
	Faculty Rank	4211
	Payroll Account Number	4204
	Program Category Identifier	4404
	Program Identifier	4403
	Program Sector Identifier	4405
	Salary	4213
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	Activity Full-Time Equivalent	4402
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	Course Identifier	4407
	Faculty Rank	4211
	Leave Status	4210
	Name	4001
	Payroll Account Number	4204
	Personnel Identification Number	4002
	Program Category Identifier	4404
	Program Identifier	4403
	Program Sector Identifier	4405
	Salary	4213
	Section Identifier	4408

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
HIGHER EDUCATION FACILITIES PLANNING AND MANAGEMENT MANUALS (SAM)	Appointment Full-Time Equivalent	4205
	Faculty Rank	4211
	Payroll Account Number	4204
HIGHER EDUCATION FINANCE MANUAL (HEFM)	Appointment Effective Date	4207
	Appointment Expiration Date	4208
	Appointment Full-Time Equivalent	4205
	Faculty Rank	4211
	Payroll Account Number	4204
	Salary	4213
INFORMATION EXCHANGE PROCEDURES (IEP)	Activity Beginning Date	4409
	Activity Category	4401
	Activity Ending Date	4410
	Activity Full-Time Equivalent	4402
	Appointment Effective Date	4207
	Appointment Expiration Date	4208
	Appointment Full-Time Equivalent	4205
	Appointment Organizational Unit	4203
	Assignment	4301
	Course Identifier	4407
	Degree/Diploma/Certificate	4103
	Faculty Rank	4211
	Highest Degree/Diploma/Certificate Earned	4029
	Name	4001
	Payroll Account Number	4204
	Personnel Identification Number	4002
	Program Category Identifier	4404
	Program Identifier	4403
	Program Sector Identifier	4405
	Salary	4213
	Section Identifier	4408
	Tenure Status	4212
MANPOWER ACCOUNTING MANUAL (PCM)	Assignment	4301
	Assignment Beginning Date	4303
	Assignment Ending Date	4304
	Assignment Full-Time Equivalent	4302
PROGRAM MEASURES (PM)	Activity Category	4401
	Assignment	4301
	Assignment Full-Time Equivalent	4302
	Civil Rights Racial Category	4007
	Faculty Rank	4211
	Program Identifier	4403
	Salary	4213

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
RESOURCE REQUIREMENTS PREDICTION MODEL (RRPM)	Activity Beginning Date	4409
	Activity Category	4401
	Activity Ending Date	4410
	Activity Full-Time Equivalent	4402
	Appointment Effective Date	4207
	Appointment Expiration Date	4208
	Appointment Full-Time Equivalent	4205
	Course Identifier	4407
	Faculty Rank	4211
	Leave Status	4210
	Name	4001
	Payroll Account Number	4204
	Personnel Identification Number	4002
	Program Category Identifier	4404
	Program Identifier	4403
	Program Sector Identifier	4405
	Salary	4213
	Section Identifier	4408
STATEWIDE MEASURES (SWM)	Activity Category	4401
	Activity Full-Time Equivalent	4402
	Appointment Full-Time Equivalent	4205
	Assignment	4301
	Assignment Full-Time Equivalent	4302
	Degree/Diploma/Certificate	4103
	Faculty Rank	4211
	Institution Code	4102
	Program Category Identifier	4404
	Program Identifier	4403
	Program Sector Identifier	4405
	Salary	4213
	Tenure Status	4212

CHAPTER III

STAFF-RELATED DATA ELEMENTS

DEMOGRAPHIC AND BIOGRAPHICAL DATA

DED No.	Title
4001	Name
4002	Personnel Identification Number
4003	Social Security Number
4004	Sex
4005	Birth Date
4006	Citizenship
4007	Civil Rights Racial Category
4008	Address - Street/Apartment
4009	Address - City
4010	Address - State
4011	Address - Zip Code
4012	Address - Telephone Number
4013	Employee's Office - Campus
4014	Employee's Office - Building Code
4015	Employee's Office - Building Name
4016	Employee's Office - Room Number
4017	Employee's Office - Telephone Number
4018	Physical Handicap Status
4019	Student Personnel Identification Number

DED No.	Title
4020	Termination Code
4021	Termination Date
4022	Achievement Record
4023	Honorary Degrees and Awards
4024	Professional Affiliations
4025	Licenses, Certificates, and Registrations
4026	Special Competencies
4027	Type of Previous Employment
4028	Location of Previous Employment - State
4029	Highest Degree/Diploma/Certificate Earned
4030	Marital Status

This block of data is recommended for all personnel. The elements in this block of data should be linked together.

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

4001
ELEMENT NUMBER

ELEMENT TITLE: Name

DEFINITION:

The legal combination of words by which the employee is known.

CODES, CATEGORIES, AND COMMENTS:

Literal text that may include the following sub-elements:

a. Last name
b. Prefix
c. Suffix
d. First name
e. Middle name
f. Maiden name

This element corresponds to element 1201 when the employee has scheduled instructional responsibilities. It should be consistent throughout all uses and files. This element is linked to elements 4002 and 4003.

USES: IEP, RRPM, FAA

DATE ISSUED: November 1973

4002
ELEMENT NUMBER

ELEMENT TITLE: Personnel Identification Number

DEFINITION:

The official number that serves to uniquely identify the employee.

CODES, CATEGORIES, AND COMMENTS:

The employee's Social Security number is typically used for this element.

This element corresponds to element 1202 when the employee has scheduled instructional responsibilities. It should be consistent throughout all uses and files. This element is linked to elements 4001 and 4003.

USES: FAA, IEP, RRPM

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

4003
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE: Social Security Number

DEFINITION:

The number assigned to an individual under the Federal Insurance Contribution Act.

CODES, CATEGORIES, AND COMMENTS:

This element should be linked to elements 4001 and 4002.

This element is not necessary if the Social Security Number is used as the Personnel Identification Number (element 4002).

USES:

DATE ISSUED: November 1973

ELEMENT NUMBER 4004

ELEMENT TITLE: Sex

DEFINITION:

The sex of the employee.

CODES, CATEGORIES, AND COMMENTS:

Code	Category
M	Male
F	Female

USES:

DATE ISSUED: November 1973

4005
ELEMENT NUMBER

ELEMENT TITLE: Birth Date

DEFINITION:

The calendar date of birth as designated on the employee's legal birth registration or certificate.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code - YYMMDD; i.e., May 8, 1946 = 460508.

See Appendix 5.

USES:

DATE ISSUED: November 1973

4006
ELEMENT NUMBER

ELEMENT TITLE: Citizenship

DEFINITION:

The code that indicates the employee's nationality and visa type, if appropriate.

CODES, CATEGORIES, AND COMMENTS:

First two characters are country - see Appendix 3.
Third and fourth characters are reserved for visa type - see Appendix 7

USES:

DATE ISSUED: November 1973

4007
ELEMENT NUMBER

ELEMENT TITLE: Civil Rights Racial Category

DEFINITION:

An indication of the employee's ethnic origin.

CODES, CATEGORIES, AND COMMENTS:

Civil rights compliance reporting requires the following categories:

Code	Category
1	Asian American/Oriental
2	Native American/American Indian
3	Black/Negro
4	Spanish-Surnamed American*
5	All Other (Include Caucasian)
6	Refuse to indicate

*Includes all employees of Mexican, Puerto Rican, Cuban, or Spanish origin.

One alternative currently being used by some institutions of higher education is:

Code		
1	Asian American/ Oriental	Employees who identify themselves ethnically as being of Chinese, Japanese, Korean, Hawaiian, Samoan, or Filipino descent.
2	Native American/ American Indian	Employees who identify themselves ethnically as being of Native American Indian descent, including Canadian and Alaskan Natives. Does not include White Americans.
3	Black American/ Negro	Employees who identify themselves ethnically as being of Black or Afro-American descent.
4	Chicano/Mexican American	Employees who identify themselves as being of Chicano or Mexican American descent.
5	All Other American Ethnic Minorities	Employees who identify themselves ethnically with a minority group other than those listed above, such as: Puerto Rican, Cuban, Spanish, or Latin Americans, etc.
6	White American	Employees who identify themselves as native born U.S. Citizens of European descent.
7	Foreign Employees	Employees who carry F or J visa.
8	Refuse to Indicate	Employees who decline to indicate ethnic background.

USES: PM

DATE ISSUED: November 1973

4008
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE: Address - Street/Apartment

DEFINITION:

The U. S. Postal Service designation of the address or P. O. Box number where the employee may be found or reached.

CODES, CATEGORIES, AND COMMENTS:

Literal list which may include:

a. House Number
b. Apartment Number
c. Street
d. Post Office Box Number

All address-related data elements (elements 4008-4011) should be linked together.

USES:

DATE ISSUED: November 1973

4009
ELEMENT NUMBER

ELEMENT TITLE: Address - City

DEFINITION:

The city in which the employee's residence exists.

CODES, CATEGORIES, AND COMMENTS:

If the employee does not live in the city, this element should reflect the city where the post office is located through which the employee can be found or reached.

USES:

DATE ISSUED: November 1973

4010
ELEMENT NUMBER

ELEMENT TITLE: Address - State

DEFINITION:

The U. S. Postal Service designation of the state in which the employee's place of residence exists.

CODES, CATEGORIES, AND COMMENTS:

Two-digit code--see Appendix 4.

USES:

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

4011
ELEMENT NUMBER

ELEMENT TITLE: Address - Zip Code

DEFINITION:

The U. S. Postal Service Zip Code designation for the geographic area in which the employee's place of residence is located.

CODES, CATEGORIES, AND COMMENTS:

Five-digit postal zip code as provided in the U. S. Postal Service Manual.

USES:

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY
Staff Related Data Elements

4012
ELEMENT NUMBER

ELEMENT TITLE: Address - Telephone Number

DEFINITION:

The telephone number of the employee's place of residence or other telephone number through which the employee may be reached.

CODES, CATEGORIES, AND COMMENTS:

Actual telephone number--Area Code (3 digits); Exchange (3 digits); Number (4 digits); Extension (4 digits).

Omit hyphens.

This element may be linked to the address-related elements (elements 4008-4011).

USES:

DATE ISSUED: November 1973

4013
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE: Employee's Office - Campus

DEFINITION:

The official number or other identifier that serves to uniquely identify the campus of the institution where the employee's office is located.

CODES, CATEGORIES, AND COMMENTS:

All office-related data elements (elements 4013-4017) should be linked together.

USES:

DATE ISSUED: November 1973

4014
ELEMENT NUMBER

ELEMENT TITLE: Employee's Office - Building Code

DEFINITION:

The official number or other identifier that serves to uniquely identify the facility (building) where the employee's office is located.

CODES, CATEGORIES, AND COMMENTS:

This element corresponds to element 2001 and should be consistent throughout all uses and files.

USES:

DATE ISSUED: November 1973

4015
ELEMENT NUMBER

ELEMENT TITLE: Employee's Office - Building Name

DEFINITION:

The official name of the building where the employee's office is located.

CODES, CATEGORIES, AND COMMENTS:

This element corresponds to element 2202 and must be consistent throughout all uses and files.

USES:

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY
Staff Related Data Elements

4016
ELEMENT NUMBER

ELEMENT TITLE: Employee's Office - Room Number

DEFINITION:

The official number or other identifier that serves to unqiuely identify the room assigned to the employee for use as an office.

CODES, CATEGORIES, AND COMMENTS:

This element corresponds to element 2201, and should be consistent throughout all uses and files.

USES:

DATE ISSUED: November 1973

4017
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE: Employee's Office - Telephone Number

DEFINITION:

The primary office telephone number of the employee or that number through which the employee may be reached.

CODES, CATEGORIES, AND COMMENTS:

Actual telephone number. Area Code (3 digits); Telephone Exchange (3 digits); Number (4 digits); Extension (4 digits).

Omit hyphens.

This element should be linked to related office identifier elements (elements 4013-4017).

USES:

DATE ISSUED: November 1973

4018

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE: Physical Handicap Status

DEFINITION:

The designation of an employee's physical deficiency or impairment that requires special arrangements.

CODES, CATEGORIES, AND COMMENTS:

Code	Category
1	Ambulatory
2	Sight
3	Hearing
4	Other

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES:

DATE ISSUED: November 1973

ELEMENT TITLE: Student Personnel Identification Number

DEFINITION:

The official institutional number that serves to uniquely identify student employees.

CODES, CATEGORIES, AND COMMENTS:

The individual's Social Security number is typically used. This element corresponds to element 5022, and should be consistent throughout all uses and files.

USES:

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

4020

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE: Termination Code

DEFINITION:

An institutionally defined code that indicates the employee's reason for leaving the institution.

CODES, CATEGORIES, AND COMMENTS:

Categories may include: Voluntary Resignation, Involuntary Resignation, etc.

USES:

DATE ISSUED: November 1973

4021
ELEMENT NUMBER

ELEMENT TITLE: Termination Date

DEFINITION:

The calendar day when the employee terminated employment at the institution.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; i.e., December 18, 1973 = 731218.

See Appendix 5.

USE:

DATE ISSUED: November 1973

4022
ELEMENT NUMBER

ELEMENT TITLE: Achievement Record

DEFINITION:

Summary of the publications and other achievements reaching publics outside the institution.

CODES, CATEGORIES, AND COMMENTS:

This element should include papers presented, monographs, major articles, books, and other creative achievements.

This element should be coded as an appropriate number of text records and should include the following items:

a. Achievement (name/title, etc.)
b. Date

USES:

DATE ISSUED: November 1973

4023

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE: Honorary Degrees and Awards

DEFINITION:

A degree, award, or distinction bestowed or conferred upon the employee as an honor without the usual adjuncts.

CODES, CATEGORIES, AND COMMENTS:

This element should be coded as an appropriate number of text records and should include the following items:

a. Award
b. Date of Award
c. Source of Award

USES:

DATE ISSUED: November 1973

4024

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE: Professional Affiliations

DEFINITION:

The associations of the employee with professional organizations or learned societies.

CODES, CATEGORIES, AND COMMENTS:

This element should include offices within the organizations and dates, if appropriate.

This element should be coded as an appropriate number of text records and should include the following items:

a. Association
b. Office
c. Date(s)

USES:

DATE ISSUED: November 1973

4025
ELEMENT NUMBER

ELEMENT TITLE: Licenses, Certificates, and Registrations

DEFINITION:

Specific credentials entitling the employee to engage in legal practice of a profession.

CODES, CATEGORIES, AND COMMENTS:

This element should be coded as an appropriate number of text records and should include the specific credential earned by the employee. (Medical License, Legal Bar, C.P.A., etc.)

USES:

DATE ISSUED: November 1973

4026
ELEMENT NUMBER

ELEMENT TITLE: Special Competencies

DEFINITION:

Special interests, competencies, and experiences of the employee.

CODES, CATEGORIES, AND COMMENTS:

Such items as foreign country experience, foreign language competency, significant prior employment positions, significant performing creative skills, etc., should be included.

This element should be coded as an appropriate number of text records and should include the following items:

a. Competency
b. Date

USES:

DATE ISSUED: November 1973

4027	**ELEMENT NUMBER**

ELEMENT TITLE: Type of Previous Employment

DEFINITION:

An institutionally defined code to indicate the type of the employee's previous employment just prior to appointment at this institution.

CODES, CATEGORIES, AND COMMENTS:

Categories may include Government, Industry, University, Student, Self-Employed, etc.

USES:

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

4028
ELEMENT NUMBER

ELEMENT TITLE: Location of Previous Employment - State

DEFINITION:

U. S. Postal Service code for the state in which the employee's previous employment occurred.

CODES, CATEGORIES, AND COMMENTS:

Two-digit code--see Appendix 4.

If the previous location was a foreign country, code as "ZZ".

USES:

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

4029
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE: Highest Degree/Diploma/Certificate Earned

DEFINITION:

An institutionally defined code that indicates the highest degree, diploma, or certificate earned by the employee.

CODES, CATEGORIES, AND COMMENTS:

This element can be derived from element 4102.

This element should include all degrees, diplomas, and certificates earned by the employee including high school diplomas.

Category	Description
Certificates and Diplomas (less than one year)	An award for the successful completion of a course of study or program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span less than one academic year.
Certificates and Diplomas (more than or equal to one year)	An award for the successful completion of a program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span between one academic year and two academic years.
Associate Degree (two years or more)	The degree granted upon completion of an educational program less than baccalaureate level and requiring at least two but less than four academic years of college work.
Bachelor's Degree	Any earned academic degree carrying the title of "bachelor".
First Professional Degree	The first earned degree in a professional field. For the purposes of IEP, only the following degrees should be included: (1) M.D., (2) D.O., (3) L.L.B. or J.D. (if J.D. is the first professional degree), (4) D.D.S., (5) D.V.M., (6) O.D., (7) B.D., M.Div., Rabbi, (8) Pod.D., P.M.
Master's Degree	Any earned academic degree carrying the title of "master." In liberal arts and sciences, the degree customarily granted upon successful completion of one or two academic years of work beyond the bachelor's. In professional fields, an advanced professional degree beyond the first professional which carries master's designation, e.g., L.L.M., M.S. (Master of Surgery), M.S.W. (Master of Social Work).
Doctoral Degree	An earned academic degree carrying the title of "doctor." Not to be included are first professional degrees such as M.D., D.D.S.
Other/Specify	Includes all other categories of degrees/diplomas/certificates that cannot be categorized in any of the preceding categories such as specialist degrees for work completed toward a certificate, e.g., Educational Specialist.

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

Honorary degrees should not be considered.

USES: IEP

DATE ISSUED: November 1973

4030
ELEMENT NUMBER

ELEMENT TITLE: Marital Status

DEFINITION:

The legal status of the employee with respect to wedlock.

CODES, CATEGORIES, AND COMMENTS:

Category	Definition
Single	The state of never having been and not presently married.
Married	The state of having a spouse.
Legally Separated	The state of having the conjugal relationship of husband and wife terminated by court decree.
Widowed	The state of being deprived of one's spouse through his or her death.
Divorced	The state of having the marriage dissolved by judicial declaration.

For many institutions, "Single" or "Married" may be sufficient categories.

USES:

DATE ISSUED: November 1973

CHAPTER IV

STAFF-RELATED DATA ELEMENTS

PREVIOUS EDUCATIONAL EXPERIENCE DATA

DED NO.	Title
4101	Institution Name
4102	Institution Code
4103	Degree/Diploma/Certificate
4104	Degree/Diploma/Certificate Date
4105	Student Program/Major Field of Study
4106	Beginning Date - Year
4107	Ending Date - Year

This block of elements is recommended for each previous educational experience. These elements should be linked together.

4101
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE: Institution Name

DEFINITION:

The legal name of the institution at which the employee obtained the educational experience described by this block of data elements.

CODES, CATEGORIES, AND COMMENTS:

USES:

DATE ISSUED: November 1973

4102
ELEMENT NUMBER

ELEMENT TITLE: Institution Code

DEFINITION:

The code designation for the institution described in data element number 4101.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code defined by the Federal Interagency Committee on Education (FICE) and published by the U. S. Office of Education in the "Higher Education Directory" is recommended.

FICE Code: The Federal Interagency Committee on Education code which is an unstructured number that is unique for each institution and remains as the institutional identification number for the life of the institution. The primary utility of the FICE code is the precise identification of a particular institution of higher education.

This code is valid to describe institutions of higher education only.

USES: SWM

DATE ISSUED: November 1973

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4103
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE: Degree/Diploma/Certificate

DEFINITION:

The title or award conferred upon the employee for the successful completion of a given curriculum or program.

CODES, CATEGORIES, AND COMMENTS:

This element should include all degrees, diplomas, and certificates earned by the employee including high school diplomas.

Category	Description
Certificates and Diplomas (less than one year)	An award for the successful completion of a course of study or program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span less than one academic year.
Certificates and Diplomas (more than or equal to one year)	An award for the successful completion of a program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span between one academic year and two academic years.
Associate Degree (two years or more)	The degree granted upon completion of an educational program less than baccalaureate level and requiring at least two but less than four academic years of college work.
Bachelor's Degree	Any earned academic degree carrying the title of "bachelor".
First Professional Degree	The first earned degree in a professional field. For the purposes of IEP, only the following degrees should be included: (1) M.D., (2) D.O.,(3) L.L.B. or J.D. (if J.D. is the first professional degree), (4) D.D.S., (5) D.V.M., (6) O.D., (7) B.D., M.Div., Rabbi, (8) Pod.D., P.M.
Master's Degree	Any earned academic degree carrying the title of "master." In liberal arts and sciences, the degree customarily granted upon successful completion of one or two academic years of work beyond the bachelor's. In professional fields, an advanced professional degree beyond the first professional which carries master's designation, e.g., L.L.M., M.S. (Master of Surgery), M.S.W. (Master of Social Work).
Doctoral Degree	An earned academic degree carrying the title of "doctor." Not to be included are first professional degrees such as M.D., D.D.S.
Other/Specify	Includes all other categories of degrees/diplomas/certificates that cannot be categorized in any of the preceding categories such as specialist degrees for work completed toward a certificate, e.g., Educational Specialist.

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

Honorary degrees should not be considered within this data element.

USES: IEP, SWM

DATE ISSUED: November 1973

4104
ELEMENT NUMBER

ELEMENT TITLE: Degree/Diploma/Certificate Date

DEFINITION:

The month/year when a degree/diploma/certificate was awarded.

CODES, CATEGORIES, AND COMMENTS:

Four-digit numeric code -- YYMM; i.e., June 1950 = 5006.

See Appendix 5.

This element corresponds to element 5104.

USES:

DATE ISSUED: November 1973

4105
ELEMENT NUMBER

ELEMENT TITLE: Student Program/Major Field of Study

DEFINITION:

The degree or certificate program in which the employee was enrolled or has completed.

CODES, CATEGORIES, AND COMMENTS:

Four-digit numeric code.

HEGIS taxonomy preferred (see Appendix 1).

This element is not required if degree or certificate is a high school diploma.

If institutional codes are used, they should be able to map to HEGIS codes.

USES: IEP

DATE ISSUED: November 1973

4106

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE: Beginning Date - Year

DEFINITION:

The calendar year in which the educational experience described in this block of data elements began.

CODES, CATEGORIES, AND COMMENTS:

The two low-order digits of the calendar year; e.g., 1972 = "72"

USES:

DATE ISSUED: November 1973

4107
ELEMENT NUMBER

ELEMENT TITLE: Ending Date - Year

DEFINITION:

The calendar year in which the educational experience described in this block of data elements was terminated.

CODES, CATEGORIES, AND COMMENTS:

The two low-order digits of the calendar year; e.g., 1972 = "72".

This element is not needed if the degree or certificate was awarded, since that information is recorded in element 4103.

USES:

DATE ISSUED: November 1973

CHAPTER V

STAFF-RELATED DATA ELEMENTS

APPOINTMENT DATA

DED No.	Title
4201	Appointment Title
4202	Appointment Identifier
4203	Appointment Organizational Unit
4204	Payroll Account Number
4205	Appointment Full-Time Equivalent
4206	Appointment Period
4207	Appointment Effective Date
4208	Appointment Expiration Date
4209	Appointment Status
4210	Leave Status
4211	Faculty Rank
4212	Tenure Status
4213	Salary
4214	Current Job Class - Method of Entry

This block of data elements may have multiple occurrences for a single staff member. A separate block of data is recommended for each appointment. These elements should be linked together.

DATA ELEMENT DICTIONARY
Staff Related Data Elements

4201
ELEMENT NUMBER

ELEMENT TITLE: Appointment Title

DEFINITION:

The institutionally defined descriptive title of the employee's position or appointment.

CODES, CATEGORIES, AND COMMENTS:

Literal title.

USES:

DATE ISSUED: November 1973

4202
ELEMENT NUMBER

ELEMENT TITLE: Appointment Identifier

DEFINITION:

An institutionally defined code that serves to identify the position or appointment.

CODES, CATEGORIES, AND COMMENTS:

USES:

DATE ISSUED: November 1973

4203
ELEMENT NUMBER

ELEMENT TITLE: Appointment Organizational Unit

DEFINITION:

The academic department or other organization division that has fiscal, programmatic and administrative responsibilities to which the employee is attached for purposes of personnel assignments and reporting.

CODES, CATEGORIES, AND COMMENTS:

This element corresponds with element 1001 and should be consistent throughout all uses and files.

USES: FAA

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY
Staff Related Data Elements

4204
ELEMENT NUMBER

ELEMENT TITLE: Payroll Account Number

DEFINITION:

The institutional account number to which the salary for this appointment is charged.

CODES, CATEGORIES, AND COMMENTS:

USES: RRPM, CFP, IEP, SAM, FAA, HEFM

DATE ISSUED: November 1973

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4205

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE: Appointment Full-Time Equivalent

DEFINITION:

The full-time equivalent (FTE) proportion, as defined by institutional standards, represented by the appointment described by this block of data elements.

CODES, CATEGORIES, AND COMMENTS:

E.g.: 1 FTE = "100"
½ FTE = "050"

USES: RRPM, CFP, IEP, SAM, FAA, HEFM, SWM

DATE ISSUED: November 1973

4206
ELEMENT NUMBER

ELEMENT TITLE: Appointment Period

DEFINITION:

The number of months to which this appointment applies.

CODES, CATEGORIES, AND COMMENTS:

Actual number of months rounded to nearest whole month. If appointment is indefinite or greater than 12 months, enter "12." This element may be derived from elements 4207 and 4208 but is frequently stored by institutions.

USES: CFP, FAA

DATE ISSUED: November 1973

4207
ELEMENT NUMBER

ELEMENT TITLE: Appointment Effective Date

DEFINITION:

Calendar date within a given fiscal year on which this appointment is (was) effective.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; i.e., September 12, 1963 = 630912.

See Appendix 5.

USES: IEP, RRPM, CFP, HEFM

DATE ISSUED: November 1973

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DATA ELEMENT DICTIONARY
Staff Related Data Elements

4208
ELEMENT NUMBER

ELEMENT TITLE: Appointment Expiration Date

DEFINITION:

Calendar date within a given fiscal year on which this appointment will be (was) terminated.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; i.e., February 17, 1970 = 700217.

See Appendix 5.

USES: IEP, RRPM, CFP, HEFM

DATE ISSUED: November 1973

4209
ELEMENT NUMBER

ELEMENT TITLE: Appointment Status

DEFINITION:

An institutionally defined code to identify the status or type of appointment.

CODES, CATEGORIES, AND COMMENTS:

Categories may include regular, temporary, visiting, full-time, part-time, etc.

USES: FAA

DATE ISSUED: November 1973

ELEMENT TITLE: Leave Status

DEFINITION:

An institutionally defined code that serves to indicate the employee's leave status, if appropriate.

CODES, CATEGORIES, AND COMMENTS:

Categories may include sabbatical, leave without pay, etc.

USES: RRPM, FAA

DATE ISSUED: November 1973

4211
ELEMENT NUMBER

ELEMENT TITLE: Faculty Rank

DEFINITION:

The institutionally defined categorization of a faculty position as a function of a number of variables, such as responsibility, length of service, and academic expertise.

CODES, CATEGORIES, AND COMMENTS:

The Information Exchange Procedures project is using the following categories:

Category	Description
Professor	Faculty designated by the rank of professor.
Associate Professor	Faculty designated by the rank of associate professor.
Assistant Professor	Faculty designated by the rank of assistant professor.
Instructor/Lecturer	Faculty designated by the rank of instructor/ lecturer.
Teaching or Research Assistant/Associate	Faculty designated as teaching or research assistant/ associate. Generally created for and staffed by people with graduate status at the employing institution. May also be known as Teaching Fellows, Associates, or Graduate Assistants.
Undesignated	(A) Are not assigned a specific rank but are classified as faculty or some other term to designate instructional status, (B) Are especially designated faculty not included in the rank categories. These would include: visiting scholar, and other special ranks.

USES: RRPM, IEP, SAM, CFP, HEFM, FAA, SWM, PM

DATE ISSUED: November 1973

ELEMENT TITLE: Tenure Status

DEFINITION:

The institutional designation that serves to identify the status of the employee with respect to permanence of appointed position.

CODES, CATEGORIES, AND COMMENTS:

Classifications may include: Tenured, Nontenured, Not Eligible, etc.

USES: IEP, SWM

DATE ISSUED: November 1973

4213

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Staff Related Data Elements

ELEMENT TITLE: Salary

DEFINITION:

The salary paid to the employee during this appointment period.

CODES, CATEGORIES, AND COMMENTS:

Actual dollar amount.

USES: RRPM, IEP, CFP, HEFM, FAA, SWM, PM

DATE ISSUED: November 1973

4214
ELEMENT NUMBER

ELEMENT TITLE: Current Job Class - Method of Entry

DEFINITION:

The method by which the employee was brought into this job class.

CODES, CATEGORIES, AND COMMENTS:

Category

New Hire
Promotion
Transfer
Demotion

The above categories are those required for HEW compliance reporting purposes.

USES:

DATE ISSUED: November 1973

CHAPTER VI

STAFF-RELATED DATA ELEMENTS

ASSIGNMENT DATA

DED No.	Title
4301	Assignment
4302	Assignment Full-Time Equivalent
4303	Assignment Beginning Date
4304	Assignment Ending Date

This block of data elements may have multiple occurrences for a single staff member. A separate block of data is recommended for each assignment of a staff member. These elements should be linked together.

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Staff Related Data Elements

4301
ELEMENT NUMBER

ELEMENT TITLE: Assignment

DEFINITION:

The specific set of occupational activities an employee is expected to perform within a program established to accomplish some institutional goal.

CODES, CATEGORIES, AND COMMENTS:

Coded according to the first eight digits of Manpower Assignment Code as described in A Manual for Manpower Accounting in Higher Education (Minter, 1971).

PROGRAM FUNCTION		OCCUPATIONAL ACTIVITY	
Code	Category	Code	Category
1	Instruction	1	Executive, Administrative, Managerial
2	Organized Research	2	Instructional
3	Public Service	3	Professional
4	Academic Support	4	Technical
5	Student Service	5	Office
6	Institutional Support	6	Crafts and Trades
7	Independent Operations	7	Service

This element will occur before the fact for each assignment of the employee.

USES: PCM, PM, CFP, FAA, IEP, SWM

DATE ISSUED: November 1973

4302
ELEMENT NUMBER

ELEMENT TITLE: Assignment Full-Time Equivalent

DEFINITION:

The full-time equivalent (FTE) proportion that an employee is expected to devote to the accomplishment of a specific assignment.

CODES, CATEGORIES, AND COMMENTS:

E.g.: 1 FTE = "100"
½ FTE = "050"

This element will occur before the fact for each assignment of the employee.

USES: PCM, PM, CFP, FAA, SWM

DATE ISSUED: November 1973

4303
ELEMENT NUMBER

ELEMENT TITLE: Assignment Beginning Date

DEFINITION:

Calendar date on which this assignment is/was to begin.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; i.e., November 2, 1968 = 681102.

See Appendix 5.

USES: PCM, CFP, FAA

DATE ISSUED: November 1973

4304
ELEMENT NUMBER

ELEMENT TITLE: Assignment Ending Date

DEFINITION:

Calendar date on which this assignment is/was to end.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; i.e., December 27, 1968 = 681227.

See Appendix 5.

USES: PCM, CFP, FAA

DATE ISSUED: November 1973

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CHAPTER VII

STAFF-RELATED DATA ELEMENTS

FACULTY ACTIVITY DATA

DED No.	Title
4401	Activity Category
4402	Activity Full-Time Equivalent
4403	Program Identifier
4404	Program Category Identifier
4405	Program Sector Identifier
4406	Activity Outcome Category
4407	Course Identifier
4408	Section Identifier
4409	Activity Beginning Date
4410	Activity Ending Date

This block of data may have multiple occurrences for a single staff member. A separate block of data is recommended for each activity of a staff member. These elements should be linked together.

4401
ELEMENT NUMBER

ELEMENT TITLE: Activity Category

DEFINITION:

A code that describes the activities that faculty typically perform.

CODES, CATEGORIES, AND COMMENTS:

Code	Category
A.1	Scheduled Teaching
A.2	Unscheduled Teaching
A.3	Academic Program Advising
A.4	Course and Curriculum Research and Development
B.1	Specific Projects
B.2	General Scholarship and Professional Development
C.1	Student-Oriented Service
C.2	Administrative Duties
C.3	Committee Participation
D	General Professional Service/Advice Directed Outside the Institution

The above categories have been pilot tested by the Faculty Activity Analysis project. This element will occur after the fact for each activity that the faculty member has performed.

USES: FAA, RRPM, IEP, PM, CFP, SWM

DATE ISSUED: November 1973

4402
ELEMENT NUMBER

ELEMENT TITLE: Activity Full-Time Equivalent

DEFINITION:

The full-time equivalent (FTE) proportion, as defined by institutional standards, that a faculty member devotes to the accomplishment of a specific activity.

CODES, CATEGORIES, AND COMMENTS:

E.g.: 1 FTE = "100"
½ FTE = "050"

This element will occur after the fact for each activity that the faculty member has performed.

USES: RRPM, FAA, CFP, IEP, SWM

DATE ISSUED: November 1973

4403
ELEMENT NUMBER

ELEMENT TITLE: Program Identifier

DEFINITION:

A two-digit numeric code corresponding to the first two digits of the Program Classification Structure code that identify the program to which the activity contributes.

CODES, CATEGORIES, AND COMMENTS:

The first two digits of the Program Classification Structure code

This element is linked to elements 4404 and 4405. This element corresponds to elements 1008, 2205, and 3007, and should be consistent throughout all uses and files.

USES: RRPM, FAA, IEP, CFP, SWM

DATE ISSUED: November 1973

4404
ELEMENT NUMBER

ELEMENT TITLE: Program Category Identifier

DEFINITION:

The third through the sixth digits of the Program Classification Structure code. This four-digit classification identifies related program elements by discipline area or major function to which the employee's activities contribute.

CODES, CATEGORIES, AND COMMENTS:

Program categories for the Instruction Program, the Organized Research Program, and the Public Service Program (excluding cooperative extension service) correspond to the standard taxonomy of fields of study used in the Taxonomy of Instructional Programs in Higher Education (Huff and Chandler, 1970). Refer to Appendix 1.

This element is linked to elements 4403 and 4405. This element corresponds to elements 1009, 2206, and 3308, and should be consistent throughout all uses and files.

USES: FAA, RRPM, IEP, CFP, SWM

DATE ISSUED: November 1973

4405
ELEMENT NUMBER

ELEMENT TITLE: Program Sector Identifier

DEFINITION:

The seventh and eighth digits of the Program Classification Structure code. These two digits identify the level of the course.

CODES, CATEGORIES, AND COMMENTS:

This two-digit classification identifies the student level to which the employee's activity relates.

This element will not appear for all activities. It is recommended for use in programs 1.1, 1.2, 1.3, 1.4, 3.1, and 5.2 of the Program Classification Structure. This element is linked to elements 4403 and 4404. It corresponds to elements 1010 and 3009, and should be consistent throughout all uses and files. Many institutions will be able to derive this element from the Course Identifier (element 1004).

The categorization is generally derived from the level of student to which any particular course offering within a discipline is primarily directed.

The following categories of "course level" are contained in the Program Classification Structure (Gulko, 1972):

Code	Category
10.	Preparatory
20.	Lower Division
30.	Upper Division
40.	Combined Upper Division and Graduate or Professional
50.	Graduate or Professional Only
*90.	Other

The Information Exchange Procedures and Cost Finding Principles projects are recommending the following aggregations:

Code	Category	Description
20.	Lower Division:	Course offerings at a level of comprehension usually associated with freshmen and sophomore students. This is an aggregated category that includes codes 10. and 20. listed above, all lower division courses and those preparatory courses offered for credit.
30.	Upper Division:	Course offerings at a level of comprehension usually associated with junior and senior students. The jointly offered upper division graduate courses should be classified as upper division. This is an aggregated category including codes 30. and 40. listed above.
50.	Graduate:	Course offerings at a level of comprehension usually associated with post-baccalaureate students. This category is the same as code 50. listed above.

*This category is not used for the IEP project. Courses in this classification should be assigned to the most appropriate category.

USES: FAA, RRPM, IEP, CFP, SWM

DATE ISSUED: November 1973

4406
ELEMENT NUMBER

ELEMENT TITLE: Activity Outcome Category

DEFINITION:

Those intended products, events, and/or conditions produced by the activity described by this block of data elements that potentially can affect one or more beneficiary groups.

CODES, CATEGORIES, AND COMMENTS:

Code	Category	Definition
1	Student Growth and Development	Results and benefits of activities that contribute to enhancing personal, social, academic and/or career aspects of students who are registered in the institution.
2	Development of New Knowledge and Art Forms	Results and benefits of activities that contribute to the development, storage, utilization, and/or appreciation of knowledge and art in society.
3	Community Service and Development	Results and benefits of activities that contribute to educational growth in and provide short- or long-term utility to the non-academic community.
4	Inseparable Combination of 1, 2, and 3	Results and benefits of activities that contribute to student growth and development, creation of new knowledge and art forms, and community service and development and cannot be separated. (It is preferable to separate these if possible.)

The above categories and definitions have been pilot tested in the Faculty Activity Analysis project.

This data element would have a multiple occurrence if the activity results in multiple outcomes.

USES: FAA

DATE ISSUED: November 1973

4407
ELEMENT NUMBER

ELEMENT TITLE: Course Identifier

DEFINITION:

Official institutional number or other identifier that serves to uniquely identify a course.

CODES, CATEGORIES, AND COMMENTS:

The code may include prefix and/or suffix.

This element is linked to element 4408.

This element corresponds to elements 1004 and 5402 and should be consistent throughout all uses and files.

If the particular activity described in this block of data elements is not a course, then this element and the succeeding one are not needed.

USES: RRPM, FAA, IEP

DATE ISSUED: November 1973

4408
ELEMENT NUMBER

ELEMENT TITLE: Section Identifier

DEFINITION:

Official institutional number or other identifier that serves to uniquely identify the section of the course.

CODES, CATEGORIES, AND COMMENTS:

This element is linked to element 4407.

This element corresponds to elements 1101 and 5403, and should be consistent throughout all uses and files.

USES: RRPM, FAA, IEP

DATE ISSUED: November 1973

4409
ELEMENT NUMBER

ELEMENT TITLE: Activity Beginning Date

DEFINITION:

Calendar date when this activity is/was scheduled to begin.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; i.e., September 4, 1973 = 730904.

See Appendix 5.

This element is linked to element 4410.

If historical data are available, and the actual beginning date differs from the scheduled date, use the historical data.

USES: FAA, RRPM, CFP, IEP

DATE ISSUED: November 1973

4410
ELEMENT NUMBER

ELEMENT TITLE: Activity Ending Date

DEFINITION:

The calendar date when this activity is/was scheduled to end.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; i.e., April 5, 1973 = 730405.

See Appendix 5.

This element is linked to element 4409.

If historical data are available, and the actual ending date differs from the scheduled ending date, use the historical data.

USES: FAA, RRPM, CFP, IEP

DATE ISSUED: November 1973

CHAPTER VIII

STAFF-RELATED DATA ELEMENTS

SUGGESTED COBOL PICTURES

DATA ELEMENT	DED NO.	COBOL PICTURE
Achievement Record	4022	X(60)
Activity Beginning Date	4409	9(06)
Activity Category	4401	9(02)
Activity Ending Date	4410	9(06)
Activity Full-Time Equivalent	4402	9V99
Activity Outcome Category	4406	9(01)
Address - City	4009	X(20)
Address - State	4010	X(02)
Address - Street/Apartment	4008	X(16)
Address - Telephone Number	4012	9(14)
Address - Zip Code	4011	9(05)
Appointment Effective Date	4207	9(06)
Appointment Expiration Date	4208	9(06)
Appointment Full-Time Equivalent	4205	9V99
Appointment Identifier	4202	9(05)
Appointment Organizational Unit	4203	9(05)
Appointment Period	4206	9(02)
Appointment Status	4209	X(01)
Appointment Title	4201	X(25)
Assignment	4301	9(08)
Assignment Beginning Date	4303	9(06)
Assignment Ending Date	4304	9(06)
Assignment Full-Time Equivalent	4302	9V99
Beginning Date - Year	4106	9(02)
Birth Date	4005	9(06)
Citizenship	4006	X(04)
Civil Rights Racial Category	4007	9(01)
Course Identifier	4407	X(10)
Current Job Class - Method of Entry	4214	X(01)
Degree/Diploma/Certificate	4103	X(05)
Degree/Diploma/Certificate Date	4104	9(04)
Employee's Office - Building Code	4014	X(04)
Employee's Office - Building Name	4015	X(12)
Employee's Office - Campus	4013	X(03)
Employee's Office - Room Number	4016	X(07)
Employee's Office - Telephone Number	4017	9(14)

DATA ELEMENT	DED NO.	COBOL PICTURE
Ending Date - Year	4107	9(02)
Faculty Rank	4211	9(01)
Highest Degree/Diploma/Certificate Earned	4029	X(01)
Honorary Degrees and Awards	4023	X(60)
Institution Code	4102	9(06)
Institution Name	4101	X(20)
Leave Status	4210	9(02)
Licenses, Certificates, and Registrations	4025	X(60)
Location of Previous Employment - State	4028	X(02)
Marital Status	4030	X(01)
Name	4001	X(30)
Payroll Account Number	4204	X(18)
Personnel Identification Number	4002	X(09)
Physical Handicap Status	4018	9(01)
Professional Affiliations	4024	X(60)
Program Category Identifier	4404	9(08)
Program Identifier	4403	9(08)
Program Sector Identifier	4405	9(08)
Salary	4213	9(03)
Section Identifier	4408	X(04)
Sex	4004	X(01)
Social Security Number	4003	9(09)
Special Competencies	4026	X(60)
Student Personnel Identification Number	4019	X(09)
Student Program/Major Field of Study	4105	9(04)
Tenure Status	4212	X(01)
Termination Code	4020	X(01)
Termination Date	4021	9(06)
Type of Previous Employment	4027	X(01)

CHAPTER IX

STAFF-RELATED DATA ELEMENTS
CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Academic Rank	208	4211	Faculty Rank
Account Number	203	4204	Payroll Account Number
Appointment Code	202	4202	Appointment Identifier
Appointment Effective Date	211	4207	Appointment Effective Date
Appointment Expiration Date	212	4208	Appointment Expiration Date
Appointment Percentage	204	4205	Appointment Full-Time Equivalent
Appointment Period	206	4206	Appointment Period
Appointment Salary Budgeted	205	4213	Salary
Appointment Title	201	4201	Appointment Title
Appointment Type	213	4209	Appointment Status
Birth Date	003	4005	Birth Date
Campus Office Address(s)	014	4013	Employee's Office - Campus
		4014	Employee's Office - Building Code
		4015	Employee's Office - Building Name
		4016	Employee's Office - Room Number
		4017	Employee's Office - Telephone Number
Citizenship Status	009	4006	Citizenship
Course Assignments	340	4407	Course Identifier
		4408	Section Identifier
		4409	Activity Beginning Date
		4410	Activity Ending Date
Current Local Address	012	4008	Address - Street/Apartment
		4009	Address - City
		4010	Address - State
		4011	Address - Zip Code
		4012	Address - Telephone Number

STAFF CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
First Date of Appointment	112	4207	Appointment Effective Date
Graduate Education	102	4101	Institution Name
		4102	Institution Code
		4103	Degree/Diploma/Certificate
		4104	Degree/Diploma/Certificate Date
		4105	Student Program/Major Field of Study
Highest Academic Degree or Diploma	103	4029	Highest Degree/Diploma/Certificate Earned
Honorary Degrees and Awards	106	4103	Degree/Diploma/Certificate
Instructional Activities	341	4401	Activity Category
Licenses, Certificates, and Registrations	108	4025	Licenses, Certificates, and Registrations
Marital Status	006	4030	Marital Status
Name	001	4001	Name
Noninstructional Activities	342	4401	Activity Category
		4402	Activity Full-Time Equivalent
		4409	Activity Beginning Date
		4410	Activity Ending Date
Permanent Address	013	4008	Address - Street/Apartment
		4009	Address - City
		4010	Address - State
		4011	Address - Zip Code
		4012	Address - Telephone Number
Physical Handicap	015	4018	Physical Handicap Status
Postdoctoral Education	105	4101	Institution Name
		4105	Student Program/Major Field of Study
		4106	Beginning Date - Year
		4107	Ending Date - Year
Postgraduate Study	104	4101	Institution Name
		4105	Student Program/Major Field of Study
		4106	Beginning Date - Year
		4107	Ending Date - Year

STAFF CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Previous Employment	111	4027	Type of Previous Employment
		4028	Location of Previous Employment - State
Professional Affiliations	107	4024	Professional Affiliations
Publication Record	110	4022	Achievement Record
Race	010	4007	Civil Rights Racial Category
Sabbaticals and Leaves of Absence	214	4210	Leave Status
Separation from Institution	113	4020	Termination Code
Sex	005	4004	Sex
Social Security Number	002	4003	Social Security Number
		4002	Personnel Identification Number
Special Competencies	109	4026	Special Competencies
Tenure Status	210	4212	Tenure Status
Undergraduate Education	101	4101	Institution Name
		4102	Institution Code
		4103	Degree/Diploma/Certificate
		4104	Degree/Diploma/Certificate Date
		4105	Student Program/Major Field of Study

STAFF CHANGES - Continued

DELETIONS	DED NO.	DED NO.	ADDITIONS
Birthplace	004	4406	Activity Outcome Category
Dependents	007	4203	Appointment Organizational Unit
Emergency Contact	008	4301	Assignment
Military Status	011	4303	Assignment Beginning Date
Publication Record	110	4304	Assignment Ending Date
Staff Benefits	207*	4302	Assignment Full-Time Equivalent
Support Staff Skill Level	209	4214	Current Job Class - Method of Entry
		4404	Program Category Identifier
		4403	Program Identifier
		4405	Program Sector Identifier
		4026	Special Competencies
		4019	Student Personnel Identification Number

*This data element is derivable from data elements in the Finance Section.

DATA ELEMENT DICTIONARY: STUDENT

STUDENT-RELATED DATA ELEMENTS

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CHAPTER I

STUDENT-RELATED DATA ELEMENTS

DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to students who are enrolled at or have applied to the institution.

For purposes of the Data Element Dictionary, a student is defined as:

> *An individual who has formally applied for admission at the institution.*

or:

> *An individual who is making a demand on the instructional resources of the institution.*

The student-related data elements identified in this section of the Data Element Dictionary have been grouped into five data blocks for convenient presentation and examination. *The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices.* The five blocks of student-related data elements are:

1. 5001-5099 Demographic and Biographical Data

   This block defines a series of data elements that describe the student's current demographic and biographical characteristics.

2. 5101-5199 Previous Educational Experience Data

   This block of data elements is designed to define information about each previous educational experience of the student, including the student's terminal secondary educational experience. This block of data elements should be collected for each educational experience of the student, regardless of whether or not the student received a degree or certificate for that experience.

3. 5201-5299 Admittance Data

   This block of data elements is designed to define information regarding the student's admission to a specific institutional program or degree objective. This block, or the appropriate subset thereof, should be generated for each attempted admission by the student.

4. 5301-5399 Term Data

This block of data elements is designed to define information about a student for each term (quarter, semester, etc.) that the student is enrolled in a course.

5. 5401-5499 Course Data

This block of data elements is designed to define information about each course attempted by the student. These data elements are typically used for generating student transcripts.

Most NCHEMS products recommend that data blocks 2-5 be maintained historically. These five data blocks would be arranged in a hierarchy as illustrated below:

Demographic and Biographical Data
    ·Previous Educational Experience
        Admittance Data
            ·Term Data
                -Course Data

Thus, each student (or applicant) would have one Demographic and Biographical block of data elements along with one or more Previous Educational Experience data blocks. In addition, each student would have one or more Admittance data blocks with each Admittance block having one or more Term data blocks associated with it. Similarly, each Term data block would have multiple Course data blocks associated with it.

Institutions should structure their data bases so as to link these five data blocks appropriately.

The description of each data element contains the following information:

1. Element Number: A four-digit number to identify each data element. The first digit of the element number specifies the section of the Data Element Dictionary this element is related to. The second digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.

2. Element Title: A brief identification of the data element.

3. Definition: A brief description of the data element.

4. Codes, Categories, and Comments: A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions, or additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.

5. Uses: An identification of various NCHEMS products that require or are likely to require this data element in the future, either

where it is required in its absolute form or where it is required to derive another data element used by an NCHEMS product. Most data elements fall into this latter category.

The following abbreviations or acronyms are used to describe the various NCHEMS products:

Cost Finding Principles	CFP
Faculty Activity Analysis	FAA
Higher Education Facilities Planning and Management Manuals	SAM
Higher Education Finance Manual	HEFM
Information Exchange Procedures	IEP
Program Measures	PM
Resource Requirements Prediction Model	RRPM
Statewide Measures	SWM
Student Flow Models	SFM

6. Date Issued: Indicates the calendar date that NCHEMS released this version of the data element. Institutions may wish to use this space for those data elements they have added to the Data Element Dictionary.

CHAPTER II

STUDENT-RELATED DATA ELEMENTS

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ALPHABETICAL INDEX BY NCHEMS PRODUCT

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	Entrance Test Score - Raw Score	5212
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	Admission Request - Student Program/Major Field of Study	5207
	Admission Request - Student Level	5204
	Admission Request - Student Status	5205
	Birth Date	5005
	Civil Rights Racial Category	5007
	Degree/Diploma/Certificate	5104
	Enrollment Status	5307
	Entrance Test Score - Form/Name	5211
	Entrance Test Score - Name (Type)	5210
	Entrance Test Score - Percentile Score	5213
	Entrance Test Score - Raw Score	5212
	Family Income	5028
	Father's Education	5027
	Father's Occupation	5025
	Financial Aid - Amount	5309

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
STUDENT FLOW MODELS (SFM) (Continued)	Financial Aid - Type	5308
	Geographic Origin - County	5008
	Geographic Origin - State	5009
	Highest Degree/Diploma/Certificate Earned	5023
	Institution Code	5103
	Institution Name	5101
	Mother's Education	5026
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	Number of Hours Worked	5310
	Sex	5004
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	Student Level	5305
	Student Program/Major Field of Study	5106
	Student Program/Major Field of Study - Current	5303
	Termination Status	5311
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	Admission Request - Campus	5203
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	Admission Request - Student Program/Major Field of Study	5207
	Admission Request - Student Level	5204
	Admission Request - Student Status	5205
	Civil Rights Racial Category	5007
	Course Credits	5404
	Degree/Diploma/Certificate	5104
	Enrollment Status	5307
	Entrance Test Score - Percentile Score	5213
	Entrance Test Score - Raw Score	5212
	Family Income	5028
	Financial Aid - Amount	5309
	Financial Aid - Type	5308
	Geographic Origin - County	5008
	Geographic Origin - State	5009
	Highest Degree/Diploma/Certificate Earned	5023
	Housing Status	5011
	Institution Code	5103
	Institution Name	5101
	Institution Type	5102
	Marital Status	5010
	Residency Status	5012
	Sex	5004
	Student Level	5305
	Student Program/Major Field of Study	5106
	Student Program/Major Field of Study - Current	5303
	Termination Status	5311

CHAPTER III

STUDENT-RELATED DATA ELEMENTS

DEMOGRAPHIC AND BIOGRAPHICAL DATA

DED No.	Title
5001	Name
5002	Student Identification Number
5003	Social Security Number
5004	Sex
5005	Birth Date
5006	Citizenship
5007	Civil Rights Racial Category
5008	Geographic Origin - County
5009	Geographic Origin - State
5010	Marital Status
5011	Housing Status
5012	Residency Status
5013	Type of Contact
5014	Contact - Name
5015	Contact - Relationship
5016	Contact - Street/Apartment
5017	Contact - City
5018	Contact - State

DED No.	Title
5019	Contact - Zip Code
5020	Contact - Country
5021	Contact - Telephone Number
5022	Identification Number - Student Personnel
5023	Highest Academic Degree/Diploma/Certificate Earned
5024	Mother's Occupation
5025	Father's Occupation
5026	Mother's Education
5027	Father's Education
5028	Family Income

A separate block of data should be collected for each student. It should be linked together.

5001
ELEMENT NUMBER

ELEMENT TITLE: Name

DEFINITION:

The legal combination of words by which the student is known.

CODES, CATEGORIES, AND COMMENTS:

Literal text, which may include the following sub-elements:

a. Last name
b. Prefix
c. Suffix
d. First name
e. Middle name
f. Maiden name

This element should be linked to elements 5002 and 5003.

USES:

DATE ISSUED: November 1973

5002
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Student Identification Number

DEFINITION:

The official number that serves to uniquely identify the student.

CODES, CATEGORIES, AND COMMENTS:

This element should be linked to elements 5001 and 5003.

USES: IEP

DATE ISSUED: November 1973

ELEMENT TITLE: Social Security Number

DEFINITION:

The number assigned to an individual under the Federal Insurance Contribution Act.

CODES, CATEGORIES, AND COMMENTS:

This element should be linked to elements 5001 and 5002.

This element is not necessary if the Social Security Number is used as the Student Identification Number (element 5002).

USES: SFM

DATE ISSUED: November 1973

5004
ELEMENT NUMBER

ELEMENT TITLE: Sex

DEFINITION:

The sex of the student.

CODES, CATEGORIES, AND COMMENTS:

Code	Category
M	Male
F	Female

USES: PM, SFM, SAM, IEP, SWM

DATE ISSUED: November 1973

5005
ELEMENT NUMBER

ELEMENT TITLE: Birth Date

DEFINITION:

The calendar date of birth as designated on the individual's legal birth registration or certificate.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; i.e., December 27, 1943 = 431227.

See Appendix 5.

USES: SFM

DATE ISSUED: November 1973

5006	
ELEMENT NUMBER	

ELEMENT TITLE: Citizenship

DEFINITION:

The code that indicates the student's nationality and visa type, if appropriate.

CODES, CATEGORIES, AND COMMENTS:

First two characters are country--see Appendix 3. Third and fourth characters are reserved for visa type--see Appendix 7.

USES: PM

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

5007

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Civil Rights Racial Category

DEFINITION:

An indication of the student's ethnic origin.

CODES, CATEGORIES, AND COMMENTS:

Civil rights compliance reporting requires the following categories:

Code	Category
1	Asian American/Oriental
2	Native American/American Indian
3	Black/Negro
4	Spanish-Surnamed American*
5	All Other (Include Caucasian)
6	Refuse to indicate

*Includes all students of Mexican, Puerto Rican, Cuban, or Spanish origin.

One alternative currently being used by some institutions of higher education is:

Code		
1	Asian American/ Oriental	Students who identify themselves ethnically as being of Chinese, Japanese, Korean, Hawaiian, Samoan, or Filipino descent.
2	Native American/ American Indian	Students who identify themselves ethnically as being of Native American Indian descent, including Canadian and Alaskan Natives. Does not include White Americans.
3	Black American/ Negro	Students who identify themselves ethnically as being of Black or Afro-American descent.
4	Chicano/Mexican American	Students who identify themselves as being of Chicano or Mexican American descent.
5	All Other American Ethnic Minorities	Students who identify themselves ethnically with a minority group other than those listed above, such as: Puerto Rican, Cuban, Spanish, or Latin Americans, etc.
6	White American	Students who identify themselves as native born U. S. Citizens of European descent.
7	Foreign Students	Students who carry F or J visas.
8	Refuse to Indicate	Students who decline to indicate ethnic background.

USES: PM, SFM, SWM, IEP

DATE ISSUED: November 1973

ELEMENT TITLE: Geographic Origin - County

DEFINITION:

An institutionally defined code for the county or parish in which the student resided at the time of first admission to the institution.

CODES, CATEGORIES, AND COMMENTS:

It is anticipated that this data element would normally be collected for in-state students only.

USES: SFM, SWM, PM

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

5009
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Geographic Origin - State

DEFINITION:

The U. S. Postal Service code for the state in which the student resided at the time of first admission to the institution.

CODES, CATEGORIES, AND COMMENTS:

Two-digit code. See Appendix 4.

If non-U. S., code "ZZ".

USES: SFM, PM, SWM

DATE ISSUED: November 1973

5010
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Marital Status

DEFINITION:

The legal status of the student with respect to wedlock.

CODES, CATEGORIES, AND COMMENTS:

Category	Definition
Single	The state of never having been and not presently married.
Married	The state of having a spouse.
Legally Separated	The state of having the conjugal relationship of husband and wife terminated by court decree.
Widowed	The state of being deprived of one's spouse through his or her death.
Divorced	The state of having the marriage dissolved by judicial declaration.

For many institutions, "Single" or "Married" may be sufficient categories.

USES: PM, SAM, SWM

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

5011
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Housing Status

DEFINITION:

An institutionally defined classification of the type of housing in which the student resides.

CODES, CATEGORIES, AND COMMENTS:

Categories may include institution-operated dormitory, fraternity/sorority, private housing, etc. For many institutions, "on campus" or "off campus" may be sufficient categories.

USES: PM, SAM, SWM

DATE ISSUED: November 1973

5012
ELEMENT NUMBER

ELEMENT TITLE: Residency Status

DEFINITION:

A code for the legal residence of the student with respect to geographic origin at the time of first admission to the institution.

CODES, CATEGORIES, AND COMMENTS:

This designation is usually used to determine the student's rate of tuition and fee payment.

The NCHEMS Information Exchange Procedures project is using the following categories for exchange purposes:

Category	Description
In-District	Students who live within a junior college district and are attending the junior college in the district of their residence.
In-State	Students who attend an institution in the state in which they are legally domiciled. Not included in this category are In-District students.
Out-of-State	Students who attend an institution that is outside the state in which they are legally domiciled. Foreign students are Out-of-State students.

USES: PM, SAM, IEP, SWM

DATE ISSUED: November 1973

ELEMENT TITLE: Type of Contact

DEFINITION:

The type of individual and address for which the following address elements are applicable.

CODES, CATEGORIES, AND COMMENTS:

Code	Category
P	Parent or Legal Guardian's Address
L	Student Local Address
M	Student Permanent Address
E	Emergency Notification

The above codes and categories represent one suggested possible set. An alternative set of codes and categories may be equally appropriate. All address-related data elements (elements 5013-5021) can be expected to have multiple occurrences.

The address-related data elements should be linked together for each address on file.

USES:

DATE ISSUED: November 1973

5014

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Contact - Name

DEFINITION:

The legal combination of words by which this contact is known.

CODES, CATEGORIES, AND COMMENTS:

Literal text, which may include the following sub-elements:

a. Last name
b. Prefix
c. Suffix
d. First name
e. Middle name
f. Maiden name

This element is not necessary if type of contact is student local address or student permanent address.

USES:

DATE ISSUED: November 1973

5015
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Contact - Relationship

DEFINITION:

The individual's relationship to the student, if appropriate.

CODES, CATEGORIES, AND COMMENTS:

Name or abbreviation. (Father, Spouse, Guardian, etc.)

This element is not necessary if type of contact is student local address or student permanent address.

USES:

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY
Student Related Data Elements

5016
ELEMENT NUMBER

ELEMENT TITLE: Contact - Street/Apartment

DEFINITION:

The U. S. Postal Service designation of the address or P. O. Box number where the individual may be found or reached.

CODES, CATEGORIES, AND COMMENTS:

Literal list, which may include:

a. House Number
b. Apartment Number
c. Street
d. Post Office Box Number

USES:

DATE ISSUED: November 1973

5017
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Contact - City

DEFINITION:

The city in which the individual may be found or reached.

CODES, CATEGORIES, AND COMMENTS:

USES: SAM (When "type of contact" is student local address.)

DATE ISSUED: November 1973

5018
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Contact - State

DEFINITION:

The U. S. Postal Service designation of the state in which the individual may be found or reached.

CODES, CATEGORIES, AND COMMENTS:

Two-digit code--see Appendix 4.

USES:

DATE ISSUED: November 1973

5019
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Contact - Zip Code

DEFINITION:

The U. S. Postal Service Zip Code designation for the geographic area in which the individual may be found or reached.

CODES, CATEGORIES, AND COMMENTS:

Five-digit postal zip code as provided in the U. S. Postal Service Manual.

USES:

DATE ISSUED: November 1973

5020
ELEMENT NUMBER

ELEMENT TITLE: Contact - Country

DEFINITION:

The country in which the individual may be found or reached.

CODES, CATEGORIES, AND COMMENTS:

A two-digit code*--see Appendix 3.

*Existing U. S. Department of Commerce Standard.

USES:

DATE ISSUED: November 1973

5021
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Contact - Telephone Number

DEFINITION:

The telephone number of the individual's place of residence or that telephone number through which he or she may be reached.

CODES, CATEGORIES, AND COMMENTS:

Actual telephone number. Area Code (3 digits); Exchange (3 digits); Number (4 digits); Extension (4 digits).

Omit hyphens.

USES:

DATE ISSUED: November 1973

5022

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Identification Number - Student Personnel

DEFINITION:

The official institutional number that serves to uniquely identify student employees.

CODES, CATEGORIES, AND COMMENTS:

The individual's Social Security Number is typically used. This element corresponds to element 4019 and should be consistent throughout all uses and files.

USES:

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

ELEMENT NUMBER: 5023

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Highest Degree/Diploma/Certificate Earned

DEFINITION:

The highest degree, diploma, or certificate earned by the student prior to admission to the institution described in this data element.

CODES, CATEGORIES, AND COMMENTS:

This element should include all degrees, diplomas, and certificates earned by the student including high school diplomas.

Category	Description
Certificates and Diplomas (less than one year)	An award for the successful completion of a course of study or program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span less than one academic year.
Certificates and Diplomas (more than or equal to one year)	An award for the successful completion of a program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span between one academic year and two academic years.
Associate Degree (two years or more)	The degree granted upon completion of an educational program less than baccalaureate level and requiring at least two but less than four academic years of college work.
Bachelor's Degree	Any earned academic degree carrying the title of "bachelor".
First Professional Degree	The first earned degree in a professional field. For the purposes of IEP, only the following degrees should be included: (1) M.D., (2) D.O.,(3) L.L.B. or J.D. (if J.D. is the first professional degree), (4) D.D.S., (5) D.V.M., (6) O.D., (7) B.D., M.Div., Rabbi, (8) Pod.D., P.M.
Master's Degree	Any earned academic degree carrying the title of "master." In liberal arts and sciences, the degree customarily granted upon successful completion of one or two academic years of work beyond the bachelor's. In professional fields, an advanced professional degree beyond the first professional which carries master's designation, e.g., L.L.M., M.S. (Master of Surgery), M.S.W. (Master of Social Work).
Doctoral Degree	An earned academic degree carrying the title of "doctor." Not to be included are first professional degrees such as M.D., D.D.S
Other/Specify	Includes all other categories of degrees/diplomas/certificates that cannot be categorized in any of the preceding categories such as specialist degrees for work completed toward a certificate, e.g., Educational Specialist.

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate. Honorary degrees would normally not be included within this data element. Honorary degrees should not be considered.

USES: PM, SWM, SFM

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

5024
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Mother's Occupation

DEFINITION:

The occupational category of the student's mother.

CODES, CATEGORIES, AND COMMENTS:

The following categories and definitions represent one possible set recommended for use.

Code	Category	Definition
1	Officials and Managers	Occupations requiring administrative personnel who set broad policies, exercise overall responsibilities for execution of these policies, and direct individual departments or special phases of the institution's operations.
2	Professional	Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.
3	Technicians	Occupations requiring a combination of basic scientific knowledge and manual skill that can be obtained through about two years of post-high school education or through equivalent on-the-job training.
4	Sales Worker	Occupations engaging wholly or primarily in direct selling.
5	Office and Clerical	Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual.
6	Craftsman (Skilled)	Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training.
7	Operatives (semiskilled)	Workers who operate machines or processing equipment or perform other factory-type duties or intermediate skill levels that can be performed in a few weeks and require only limited
8	Laborers (Unskilled)	Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.
9	Service Worker	Workers in both protective and nonprotective service occupations.
10	Homemaker	
11	Other	

An alternative set of categories may be equally appropriate.

USES: SFM

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT NUMBER 5025

ELEMENT TITLE: Father's Occupation

DEFINITION:

The occupational category of the student's father.

CODES, CATEGORIES, AND COMMENTS:

The following categories and definitions represent one possible set recommended for use.

Code	Category	Definition
1	Officials and Managers	Occupations requiring administrative personnel who set broad policies, exercise overall responsibilities for execution of these policies, and direct individual departments or special phases of the institution's operations.
2	Professional	Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.
3	Technicians	Occupations requiring a combination of basic scientific knowledge and manual skill that can be obtained through about two years of post-high school education or through equivalent on-the-job training.
4	Sales Worker	Occupations engaging wholly or primarily in direct selling.
5	Office and Clerical	Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual.
6	Craftsman (Skilled)	Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training.
7	Operatives (semiskilled)	Workers who operate machines or processing equipment or perform other factory-type duties or intermediate skill levels that can be mastered in a few weeks and require only limited training.
8	Laborers (Unskilled)	Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.
9	Service Worker	Workers in both protective and nonprotective service occupations.
10	Other	

An alternative set of categories may be equally appropriate.

USES: SFM

DATE ISSUED: November 1973

5026
ELEMENT NUMBER

ELEMENT TITLE: Mother's Education

DEFINITION:

An institutionally defined code that indicates the highest degree, diploma, or certificate earned by the student's mother.

CODES, CATEGORIES, AND COMMENTS:

Category

No academic credential
High school diploma or GED
Trade or craft certificate
Professional certificate
Associate Degree
Bachelor's Degree
Professional Degree
Master's Degree
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES: SFM

DATE ISSUED: November 1973

5027
ELEMENT NUMBER

ELEMENT TITLE: Father's Education

DEFINITION:

An institutionally defined code that indicates the highest degree, diploma, or certificate earned by the student's father.

CODES, CATEGORIES, AND COMMENTS:

Category

No academic credential
High school diploma or GED
Trade or craft certificate
Professional certificate
Associate Degree
Bachelor's Degree
Professional Degree
Master's Degree
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES: SFM

DATE ISSUED: November 1973

5028
ELEMENT NUMBER

ELEMENT TITLE: Family Income

DEFINITION:

The adjusted gross annual income (as defined by the Internal Revenue Code) for a student's parents except where the income of one or both parents would not be relevant to a determination of such student's financial need.

CODES, CATEGORIES, AND COMMENTS:

Categories of dollar amount.

This element does not include the student's income unless he or she is self-supporting, and thus classified as "independent student."

Independent students' income should be stored in the data element, where such a student meets the following specifications:

(1) Has not and will not be claimed as an exemption for federal income tax purposes by any person except his or her spouse for the calendar year(s) in which aid is received and the calendar year prior to the academic year for which aid is requested.

(2) Has not received and will not receive financial assistance of more than $600 from his or her parent(s) in the calendar year(s) in which aid is received and the calendar year prior to the academic year for which aid is requested.

(3) Has not lived or will not live for more than 2 consecutive weeks in the home of a parent during the calendar year in which aid is received and the calendar year prior to the academic year for which aid is requested.

This element is also required for institutional participation in federal student financial aid programs.

This element may only be collected for students who are applying for financial aid.

USES: SFM, PM, IEP, SWM

DATE ISSUED: November 1973

CHAPTER IV

STUDENT-RELATED DATA ELEMENTS

PREVIOUS EDUCATIONAL EXPERIENCE DATA

DED No.	Title
5101	Institution Name
5102	Institution Type
5103	Institution Code
5104	Degree/Diploma/Certificate
5105	Degree/Diploma/Certificate Date
5106	Student Program/Major Field of Study
5107	Grade Point Average
5108	Beginning Date - Year
5109	Ending Date - Year
5110	Class Standing
5111	Graduating Class Size

A separate block of data should be collected for each educational experience.

ELEMENT NUMBER
5101

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Institution Name

DEFINITION:

The legal name of the institution.

CODES, CATEGORIES, AND COMMENTS:

The institution where the student attempted or completed the educational experience described in this block of data elements.

USES: SFM, SWM

DATE ISSUED: November 1973

5102
ELEMENT NUMBER

ELEMENT TITLE: Institution Type

DEFINITION:

An institutionally defined code that describes the type of institution described by this block of data elements.

CODES, CATEGORIES, AND COMMENTS:

The following categories are derived from the Carnegie Classifications:

CATEGORY

Developing Two-Year Public Institution
Public Two-Year Institution
Private Two-Year Institution
Developing Public University or College
Developing Private University or College
Public Liberal Arts Institution
Private Liberal Arts Institution
Highly Selective Private Liberal Arts Institution
Public Comprehensive College
Private Comprehensive College
Public Doctoral Research University
Private Doctoral Research University
Other

NCHEMS Information Exchange Procedures project is using the following categories:

Associate Degree Granting: The highest degree awarded is the Associate of Arts, Associate of Applied Sciences, or other similar degrees.

Baccalaureate Degree Granting: The highest degree awarded is the Bachelor of Arts, Bachelor of Sciences, or other similar degree.

First Professional Degree Granting: The highest degree awarded is one of the following: (a) M.D.,; (b) D.O.; (c) L.L.B. or J.D. (if J.D. is first professional law degree offered); (d) D.D.S.; (e) D.V.M.; (f) O.D.; (g) B.D., M.Div., Rabbi; (h) Pod.D., P.M.

Master's Degree Granting: The highest degree awarded is the Master's Degree or other similar degrees.

Doctorate Degree Granting: Institutions that award doctorate degrees.

USES: IEP, SWM

DATE ISSUED: November 1973

5103

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Institution Code

DEFINITION:

The code designation for the institution described in data element number 5101.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code defined by the Federal Interagency Committee on Education (FICE) and published by the U. S. Office of Education in the "Higher Education Directory" is recommended

> FICE Code: The Federal Interagency Committee on Education code which is an unstructured number that is unique for each institution and remains as the institutional identification number for the life of the institution. The primary utility of the FICE code is the precise identification of a particular institution of higher education.

This code is valid to describe institutions of higher education only.

USES: SFM, SWM

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

5104

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Degree/Diploma/Certificate

DEFINITION:

The title or award conferred upon the student by the institution named in this block of data elements for the successful completion of a given curriculum or program.

CODES, CATEGORIES, AND COMMENTS:

This element should include all degrees, diplomas, and certificates earned by the student including high school diplomas.

Category	Description
Certificates and Diplomas (less than one year)	An award for the successful completion of a course of study or program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span less than one academic year.
Certificates and Diplomas (more than or equal to one year)	An award for the successful completion of a program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span between one academic year and two academic years.
Associate Degree (two years or more)	The degree granted upon completion of an educational program less than baccalaureate level and requiring at least two but less than four academic years of college work.
Bachelor's Degree	Any earned academic degree carrying the title of "bachelor".
First Professional Degree	The first earned degree in a professional field. For the purposes of IEP, only the following degrees should be included: (1) M.D., (2) D.O.,(3) L.L.B. or J.D. (if J.D. is the first professional degree), (4) D.D.S., (5) D.V.M., (6) O.D., (7) B.D., M.Div., Rabbi, (8) Pod.D., P.M.
Master's Degree	Any earned academic degree carrying the title of "master." In liberal arts and sciences, the degree customarily granted upon successful completion of one or two academic years of work beyond the bachelor's. In professional fields, an advanced professional degree beyond the first professional which carries master's designation, e.g., L.L.M., M.S. (Master of Surgery), M.S.W. (Master of Social Work).
Doctoral Degree	An earned academic degree carrying the title of "doctor." Not to be included are first professional degrees such as M.D., D.D.S.
Other/Specify	Includes all other categories of degrees/diplomas/certificates that cannot be categorized in any of the preceding categories such as specialist degrees for work completed toward a certificate, e.g., Educational Specialist.

This element should be linked to elements 5105 and 5106.

USES: SFM, PM, IEP, SWM

DATE ISSUED: November 1973

5105
ELEMENT NUMBER

ELEMENT TITLE: Degree/Diploma/Certificate Date

DEFINITION:

The month/year when the degree, diploma, or certificate was awarded to the student.

CODES, CATEGORIES, AND COMMENTS:

Four-digit numeric code -- YYMM; i.e., December 1968 = 6812.

See Appendix 5.

This element should be linked to element 5104.

USES: IEP

DATE ISSUED: November 1973

5106
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Student Program/Major Field of Study

DEFINITION:

The degree, diploma, or certificate program in which the student was enrolled or has completed.

CODES, CATEGORIES, AND COMMENTS:

Refer to element 5104.

Four-digit numeric code.

HEGIS Taxonomy preferred. For HEGIS Taxonomy, see Appendix 1.

If institutional codes are used, they should be able to map to HEGIS codes.

USES: SFM, PM, IEP, SWM

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

5107
ELEMENT NUMBER

ELEMENT TITLE: Grade Point Average

DEFINITION:

The total number of credits attempted by the student during the educational experience described by this block of data elements divided into the total number of quality points earned.

CODES, CATEGORIES, AND COMMENTS:

Quality Point: A numerical value assigned to the grade a student received in a course in order to provide a quantitative determination of the student's scholarship. (AACRAO)

USES:

DATE ISSUED: November 1973

5108

ELEMENT NUMBER

ELEMENT TITLE: Beginning Date - Year

DEFINITION:

The calendar year in which the educational experience described by this block of data elements began.

CODES, CATEGORIES, AND COMMENTS:

Two low-order digits of calendar year; e.g., 1972 = "72".

USES:

DATE ISSUED: November 1973

5109
ELEMENT NUMBER

ELEMENT TITLE: Ending Date - Year

DEFINITION:

The calendar year in which the educational experience described by this block of data elements terminated.

CODES, CATEGORIES, AND COMMENTS:

Two low-order digits of calendar year; e.g., 1972 = "72".

This element is not needed if the degree/diploma/certificate was awarded, since that information is recorded in data element 5105.

USES:

DATE ISSUED: November 1973

5110
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Class Standing

DEFINITION:

The academic standing of a student in the graduating class at the institution described in this block of data elements.

CODES, CATEGORIES, AND COMMENTS:

Actual number with "1" being the highest possible standing. This information is usually obtained from the student's transcript submitted at the time of application for admission.

This element should be linked to element 5111

USES:

DATE ISSUED: November 1973

5111

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Graduating Class Size

DEFINITION:

The number of students in a specific graduating class at the institution described in this block of data elements.

CODES, CATEGORIES, AND COMMENTS:

Actual number of graduating students.

USES:

DATE ISSUED: November 1973

CHAPTER V

STUDENT-RELATED DATA ELEMENTS

ADMITTANCE DATA

DED No.	Title
5201	Admission - Date Valid
5202	Admission Application Date
5203	Admission Request - Campus
5204	Admission Request - Student Level
5205	Admission Request - Student Status
5206	Admission Request - Degree/Diploma/Certificate Type
5207	Admission Request - Student Program/Major Field of Study
5208	Admission Action
5209	Admission Action Date
5210	Entrance Test Score - Name (Type)
5211	Entrance Test Score - Form/Name
5212	Entrance Test Score - Raw Score
5213	Entrance Test Score - Percentile Score
5214	Entrance Test Score - Date
5215	Expected Completion Date

The elements pertaining to admissions data should be linked together.

ELEMENT TITLE: Admission - Date Valid

DEFINITION:

Calendar date when the admission request described in this block of data elements was or will be effective.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; e.g., February 23, 1974 = 740223.

See Appendix 5.

USES: SFM

DATE ISSUED: November 1973

5202
ELEMENT NUMBER

ELEMENT TITLE: Admission Application Date

DEFINITION:

The calendar date on which the application form submitted by the student was received.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; e.g., November 15, 1973 = 731115.

See Appendix 5.

USES:

DATE ISSUED: November 1973

5203
ELEMENT NUMBER

ELEMENT TITLE: Admission Request - Campus

DEFINITION:

The campus to which the student is making application.

CODES, CATEGORIES, AND COMMENTS:

USES: SFM, SWM

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

5204
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Admission Request - Student Level

DEFINITION:

The student's entering academic level.

CODES, CATEGORIES, AND COMMENTS:

The following codes and categories represent one suggested possible set. An alternative set of codes and categories may be equally appropriate.

Code	Category
PR	Preparatory
FR	Freshman
SO	Sophomore
JR	Junior
SR	Senior
FP	First Professional
GR I	Graduate I
GR II	Graduate II
SP	Special
0	Other

The following five student levels are specified for Information Exchange Procedures exchange purposes:

(1) Lower Division: Includes all students who are enrolled in programs leading to an associate degree (including three-year associate degree programs) or in undergraduate occupational or vocational programs of three or less years duration; and all other undergraduate students who have earned less than fifty percent of the number of academic credits normally required for a four-year bachelor's degree (typically classified as freshmen or sophomores).

(2) Upper Division: Includes all undergraduate students who are not in associate degree or occupational-vocational programs and who have earned fifty percent or more of the academic credits normally required for a bachelor's degree (typically classified as juniors and seniors). Includes students in years three, four, and five, of five-year bachelor's degree programs.

(3) Graduate Professional: Includes all students enrolled in programs classified by the United States Office of Education as "first-professional" degree programs; i.e., M.D., L.L.B., Rabbi, etc. Students enrolled in undergraduate "pre-professional" curricula and students in the first two-years (corresponding to the undergraduate freshman and sophomore years) of integrated graduate professional degree programs should be classified as lower division, and not as graduate professional students.

(4) Graduate I: Includes all students who hold a bachelor's degree or the equivalent (or a "first-professional" degree) and (a) are pursuing a master's degree, (b) are pursuing a doctoral degree, but have not earned a master's degree and have earned less than the equivalent number of credits normally required for a master's degree, (c) are in a special, unclassified, visitor or other-non-degree seeking status, or (d) are pursuing an Educational Specialist certificate, degree, or coordinate intermediate level, degree program, whether or not they possess an earned master's degree.

(5) Graduate II: Includes all students who are pursuing a doctoral (except first-professional) degree program, except those who are classified as Graduate I by the definition provided above.

USES: PM, SFM, SWM

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

ELEMENT NUMBER 5205

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Admission Request - Student Status

DEFINITION:

An institutionally defined code which indicates the student's status with regard to admission at this institution.

CODES, CATEGORIES, AND COMMENTS:

Categories may include New, Transfer, Re-admit, etc.

For IEP purposes, this element refers to the status of a student at his/her first-time entrance to the institutions:

CATEGORY	DESCRIPTION
New Undergraduate Student	- A student who enters the institution for the first time with less than one semester or semester equivalent of academic credit earned at another institution which is applicable for credit at the institution of current enrollment; also included is a student who has earned any amount of credit only by means of the College Level Examination Program or a similar academic exemption test.
New Graduate Student	- A student who enters the institution classified as a Graduate Level student for the first time (e.g., a student who attended the institution as an undergraduate will still be classified as a new graduate student when he is first admitted at this level).
Undergraduate Transfer Student	- A student who enters the institution for the first time with one semester or semester equivalent or more of academic credit earned at another institution which is applicable for credit at the institution of current enrollment.

USES: PM, SFM, IEP, SWM

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

5206
ELEMENT NUMBER

ELEMENT TITLE: Admission Request - Degree/Diploma/Certificate Type

DEFINITION:

The type of degree/diploma/certificate program for which the student is applying.

CODES, CATEGORIES, AND COMMENTS:

This element should include all degrees, diplomas, and certificates earned by the student including high school diplomas.

Category	Description
Certificates and Diplomas (less than one year)	An award for the successful completion of a course of study or program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span less than one academic year.
Certificates and Diplomas (more than or equal to one year)	An award for the successful completion of a program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span between one academic year and two academic years.
Associate Degree (two years or more)	The degree granted upon completion of an educational program less than baccalaureate level and requiring at least two but less than four academic years of college work.
Bachelor's Degree	Any earned academic degree carrying the title of "bachelor".
First Professional Degree	The first earned degree in a professional field. For the purposes of IEP, only the following degrees should be included: (1) M.D., (2) D.O.,(3) L.L.B. or J.D. (if J.D. is the first professional degree), (4) D.D.S., (5) D.V.M., (6) O.D., (7) B.D., M.Div., Rabbi, (8) Pod.D., P.M.
Master's Degree	Any earned academic degree carrying the title of "master." In liberal arts and sciences, the degree customarily granted upon successful completion of one or two academic years of work beyond the bachelor's. In professional fields, an advanced professional degree beyond the first professional which carries master's designation, e.g., L.L.M., M.S. (Master of Surgery), M.S.W. (Master of Social Work).
Doctoral Degree	An earned academic degree carrying the title of "doctor." Not to be included are first professional degrees such as M.D., D.D.S.
Other/Specify	Includes all other categories of degrees/diplomas/certificates that cannot be categorized in any of the preceding categories such as specialist degrees for work completed toward a certificate, e.g., Educational Specialist.

USES: PM, SFM, SWM

DATE ISSUED: November 1973

5207
ELEMENT NUMBER

ELEMENT TITLE: Admission Request - Student Program/Major Field of Study

DEFINITION:

An institutionally defined code that indicates the field of primary emphasis for the admission request described by this block of data elements.

CODES, CATEGORIES, AND COMMENTS:

Four-digit numeric code (HEGIS Taxonomy preferred.)

For HEGIS Taxonomy, see Appendix 1.

If institutional codes are used, they should be able to map to HEGIS codes.

USES: PM, SFM, SWM

DATE ISSUED: November 1973

5208
ELEMENT NUMBER

ELEMENT TITLE: Admission Action

DEFINITION:

The type of action taken with regard to the student's application for admission.

CODES, CATEGORIES, AND COMMENTS:

Categories may include: Incomplete, Being evaluated, Accepted for admission, Denied admission.

These categories are institutionally defined.

USES: SFM, SWM

DATE ISSUED: November 1973

5209
ELEMENT NUMBER

ELEMENT TITLE: Admission Action Date

DEFINITION:

The calendar date on which action was taken on the admission request described by this block of data elements.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; e.g., January 29, 1974 = 740129.

See Appendix 5.

USES:

DATE ISSUED: November 1973

5210
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Entrance Test Score - Name (Type)

DEFINITION:

An institutionally defined code for the name or type of entrance examination for which the student has submitted his/her achieved scores to support his/her other admission request.

CODES, CATEGORIES, AND COMMENTS:

Categories may include: ACT, SAT, GRE, LSAT, etc.

The Information Exchange Procedures project uses the ACT and SAT scores for exchange purposes.

This element is linked to elements 5211, 5212, and 5213. These elements may have multiple occurrences for applicants that report several entrance examination scores.

USES: SFM, IEP

DATE ISSUED: November 1973

5211
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Entrance Test Score - Form/Name

DEFINITION:

The name or other identifier of the specific entrance test for which a score was reported to the institution.

CODES, CATEGORIES, AND COMMENTS:

Categories may include: Mathematics, English, Composite, etc.

This element is linked to elements 5210, 5212, and 5213.

USES: SFM

DATE ISSUED: November 1973

5212
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Entrance Test Score - Raw Score

DEFINITION:

The raw score(s) achieved by the student on the entrance examination described in data elements 5210 and 5211.

CODES, CATEGORIES, AND COMMENTS:

This element is linked to elements 5210, 5211, and 5213.

USES: PM, SFM, IEP, SWM

DATE ISSUED: November 1973

5213
ELEMENT NUMBER

ELEMENT TITLE: Entrance Test Score - Percentile Score

DEFINITION:

The percentile score(s) achieved by the student on the entrance examination described in data elements 5210 and 5211.

CODES, CATEGORIES, AND COMMENTS:

This element is linked to elements 5210, 5211, and 5212.

USES: PM, SFM, SWM

DATE ISSUED: November 1973

5214

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Entrance Test Score - Date

DEFINITION:

Calendar date on which this entrance examination was taken.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; e.g., April 15, 1973 = 730415

See Appendix 5.

USES:

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

5215
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Expected Completion Date

DEFINITION:

The year/month in which the student expects to complete the academic objectives to which this admission request pertains.

CODES, CATEGORIES, AND COMMENTS:

Four-digit numeric code -- YYMM; e.g., June 1976 = 7606.

See Appendix 5.

USES:

DATE ISSUED: November 1973

CHAPTER VI

STUDENT-RELATED DATA ELEMENTS

TERM DATA

DED No.	Title
5301	Term Date - Beginning
5302	Term Date - Ending
5303	Student Program/Major Field of Study - Current
5304	Advisor Identifier
5305	Student Level
5306	Academic Status
5307	Enrollment Status
5308	Financial Aid - Type
5309	Financial Aid - Amount
5310	Number of Hours Worked
5311	Termination Status

This block of data elements is recommended for each student each term.

5301
ELEMENT NUMBER

ELEMENT TITLE: Term Date - Beginning

DEFINITION:

The calendar date on which this term begins.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; e.g., September 10, 1973 = 730910.

See Appendix 5.

USES:

DATE ISSUED: November 1973

5302
ELEMENT NUMBER

ELEMENT TITLE: Term Date - Ending

DEFINITION:

The calendar date on which this term ends.

CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; e.g., January 28, 1974 = 740128.

See Appendix 5.

USES:

DATE ISSUED: November 1973

5303
ELEMENT NUMBER

ELEMENT TITLE: Student Program/Major Field of Study - Current

DEFINITION:

The student's stated major field of concentration at the time of this registration.

CODES, CATEGORIES, AND COMMENTS:

Four-digit numeric code.

HEGIS Taxonomy preferred. For HEGIS Taxonomy, see Appendix 1.

For students whose major is undeclared, the HEGIS code would be '9999'. If appropriate, many undeclared students may be coded using the first two digits of the HEGIS code followed by '99'; e.g., undeclared in School of Business--'0599'.

If institutional codes are used, they should be able to map to HEGIS codes.

USES: RRPM, SFM, IEP, SAM, PM, SWM

DATE ISSUED: November 1973

5304

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Advisor Identifier

DEFINITION:

The staff identification number of the student's advisor for this term.

CODES, CATEGORIES, AND COMMENTS:

This element corresponds to element 4002 and should be consistent throughout all uses and files.

USES: FAA

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

5305
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Student Level

DEFINITION:

The total accredited work by a student which reflects his or her level of progress toward a degree or certificate.

CODES, CATEGORIES, AND COMMENTS:

The following codes and categories represent one suggested possible set. An alternative set of codes and categories may be equally appropriate.

Code	Category
PR	Preparatory
FR	Freshman
SO	Sophomore
JR	Junior
SR	Senior
FP	First Professional
GR I	Graduate I
GR II	Graduate II
SP	Special
O	Other

The following five student levels are specified for Information Exchange Procedures exchange purposes:

(1) Lower Division: Includes all students who are enrolled in programs leading to an associate degree (including three-year associate degree programs) or in undergraduate occupational or vocational programs of three or less years duration; and all other undergraduate students who have earned less than fifty percent of the number of academic credits normally required for a four-year bachelor's degree (typically classified as freshmen or sophomores).

(2) Upper Division: Includes all undergraduate students who are not in associate degree or occupational-vocational programs and who have earned fifty percent or more of the academic credits normally required for a bachelor's degree (typically classified as juniors and seniors). Includes students in years three, four, and five, of five-year bachelor's degree programs.

(3) Graduate Professional: Includes all students enrolled in programs classified by the United States Office of Education as "first-professional" degree programs; i.e., M.D., L.L.B., Rabbi, etc. Students enrolled in undergraduate "pre-professional" curricula and students in the first two-years (corresponding to the undergraduate freshman and sophomore years) of integrated graduate professional degree programs should be classified as lower division, and not as graduate professional students.

(4) Graduate I: Includes all students who hold a bachelor's degree or the equivalent (or a "first-professional" degree) and (a) are pursuing a master's degree, (b) are pursuing a doctoral degree, but have not earned a master's degree and have earned less than the equivalent number of credits normally required for a master's degree, (c) are in a special, unclassified, visitor or other-non-degree seeking status, or (d) are pursuing an Educational Specialist certificate, degree, or coordinate intermediate level, degree program, whether or not they possess an earned master's degree.

(5) Graduate II: Includes all students who are pursuing a doctoral (except first-professional) degree program, except those who are classified as Graduate I by the definition provided above.

USES: IEP, SFM, SAM, PM, RRPM

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY
Student Related Data Elements

5306
ELEMENT NUMBER

ELEMENT TITLE: Academic Status

DEFINITION:

The student's current standing with regard to the academic requirements of the institution.

CODES, CATEGORIES, AND COMMENTS:

Categories may include: Good Standing, Probation, etc.

USES:

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

5307
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Enrollment Status

DEFINITION:

The student's current standing with regard to his/her attendance experience at the institution.

CODES, CATEGORIES, AND COMMENTS:

The Information Exchange Procedures project is suggesting the following categories for exchange purposes:

New Undergraduate Student	A student who enters the institution for the first time with less than one semester or semester equivalent of academic credit earned at another institution which is applicable for credit at the institution of current enrollment; also included is a student who has earned any amount of credit only by means of the College Level Examination Program or a similar academic exemption test.
New Graduate Student	A student who enters the institution classified as a Graduate Level student for the first time (e.g., a student who attended the institution as an undergraduate will still be classified as a new graduate student when he is first admitted at this level.
Undergraduate Transfer Student	A student who enters the institution for the first time with one semester or semester equivalent or more of academic credit earned at another institution which is applicable for credit at the institution of current enrollment.
Continuing Student	Those students enrolled in a particular term who were also enrolled: (a) The previous semester if the institution is on a semester system with no summer session; (b) At least one of the previous two terms if the institution is on a semester system which considers a summer session a regular term;* (c) The previous semester if the institution is on a 4-1-4 system; (d) At least one of the two previous terms if the institution is on a Trimester system; (e) The previous quarter if the institution is on a quarter system with 3 quarters and no summer sessions; (f) At least one of the two previous terms if the institution is on a quarter system with four quarters or three quarters and a summer session where the summer session is considered a regular term.*
Readmitted Students	Those students enrolled for a particular term who were not enrolled under the conditions specified above for continuing students.

*Note: If the summer session is divided into a number of parts, attendance during one part constitutes enrollment for the term.

USES: SFM, PM, SWM

DATE ISSUED: November 1973

5308
ELEMENT NUMBER

ELEMENT TITLE: Financial Aid - Type

DEFINITION:

An institutionally defined code that indicates the type of financial aid the student is receiving.

CODES, CATEGORIES, AND COMMENTS:

Categories may include: National Defense Student Loans, College Work/Study Program, etc. Include also Veterans and Social Security benefits.

There may be multiple occurrences of this data element.

USES: SFM, PM, HEFM, SWM

DATE ISSUED: November 1973

5309

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Financial Aid - Amount

DEFINITION:

The dollar amount of income received in the financial aid source described in the previous data element (element 5308).

CODES, CATEGORIES, AND COMMENTS:

Rounded dollar amount. There may be multiple occurrences of this data element.

USES: SFM, PM, HEFM, SWM

DATE ISSUED: November 1973

5310
ELEMENT NUMBER

ELEMENT TITLE: Number of Hours Worked

DEFINITION:

The number of hours per week that the student is employed during this term.

CODES, CATEGORIES, AND COMMENTS:

Actual number of hours.

USES: SFM

DATE ISSUED: November 1973

5311
ELEMENT NUMBER

ELEMENT TITLE: Termination Status

DEFINITION:

An institutionally defined code for the status of the student when he/she terminated student status at the institution.

CODES, CATEGORIES, AND COMMENTS:

This element includes departures occurring both during the term and after the term has ended.

CATEGORY	DESCRIPTION
Clear Status	The student voluntarily chose to leave the institution and is eligible to re-enter the institution at any point in time in the future.
Not Clear Status	The student was required by the institution to leave and is subject to specific rules and regulations governing readmission designated by the Unit Described. (a) Academically Suspended or Dropped: The student was required to leave the institution due to unsatisfactory academic performance. (b) Other: The student was required to leave the institution for some reason other than unsatisfactory academic performance (e.g., disciplinary suspension, failure to pay fees, etc.).
Program Completer	A student who has met all institutional and course of study requirements for eligibility to be awarded a degree/diploma/certificate by the institution.

USES: SFM, SWM

DATE ISSUED: November 1973

CHAPTER VII

STUDENT-RELATED DATA ELEMENTS

COURSE DATA

DED No.	Title
5401	Course Title
5402	Course Identifier
5403	Section Identifier
5404	Course Credits
5405	Grade Received

This block of data elements is recommended on each course that a student is enrolled in.

5401
ELEMENT NUMBER

ELEMENT TITLE: Course Title

DEFINITION:

The official name for this course as it appears in the institutional catalog.

CODES, CATEGORIES, AND COMMENTS:

This element corresponds to element 1005 and should be consistent throughout all uses and files.

USES:

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

5402
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Course Identifier

DEFINITION:

Official institutional number or other code that serves to uniquely identify a course.

CODES, CATEGORIES, AND COMMENTS:

The code may include prefix and/or suffix. This element is linked to element 5403. This element corresponds to elements 1004 and 4407, and should be consistent throughout all uses and files.

USES: RRPM, IEP, FAA

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

5403

ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Section Identifier

DEFINITION:

Official institutional number or other code that serves to uniquely identify the section of a course.

CODES, CATEGORIES, AND COMMENTS:

This element is linked to elements 5401 and 5402. This element corresponds to elements 1101 and 4408, and should be consistent throughout all uses and files.

USES: FAA, IEP, RRPM

DATE ISSUED: November 1973

National Center for Higher Education Management Systems

5404
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Course Credits

DEFINITION:

The numerical credit value offered for a course.

CODES, CATEGORIES, AND COMMENTS:

Actual credit, to hundredths, registered for by the student.

This element corresponds to element 1011 and should be consistent throughout all uses and files.

Course Credits Attempted - The total credits or credit equivalents generated by a student as of the census date of the institution. Credits Attempted excludes credits attempted by academic exemption test (e.g., CLEP).

Course Credits Earned - The total number of credits or credit equivalents awarded to a student for credit toward a degree for the successful completion of an instructional activity. The number of credits earned is usually equal to the number of credits offered for the course, i.e., course credits.

USES: PM, SWM

DATE ISSUED: November 1973

5405
ELEMENT NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE: Grade Received

DEFINITION:

The institutionally defined rating or evaluation of the student's achievement for this course in terms of the institution's grading system.

CODES, CATEGORIES, AND COMMENTS:

Actual grade including "+" or "-", if appropriate.

Grading system typically includes code for enrolled students that did not receive a grade for the course (i.e., withdrawn-pass, withdrawn-fail, incomplete, etc.).

USES:

DATE ISSUED: November 1973

CHAPTER VIII

STUDENT-RELATED DATA ELEMENTS

SUGGESTED COBOL PICTURES

DATA ELEMENT	DED NO.	COBOL PICTURE
Academic Status	5306	X(01)
Admission - Date Valid	5201	9(06)
Admission Action	5208	X(01)
Admission Action Date	5209	9(06)
Admission Application Date	5202	9(06)
Admission Request - Campus	5203	X(03)
Admission Request - Degree/Diploma/Certificate Type	5206	X(05)
Admission Request - Student Program/Major Field of Study	5207	9(04)
Admission Request - Student Level	5204	9(01)
Admission Request - Student Status	5205	9(01)
Advisor Identifier	5304	X(09)
Beginning Date - Year	5108	9(02)
Birth Date	5005	9(06)
Citizenship	5006	X(02)
Civil Rights Racial Category	5007	9(01)
Class Standing	5110	9(05)
Contact - City	5017	X(13)
Contact - Country	5020	X(02)
Contact - Name	5014	X(30)
Contact - Relationship	5015	X(06)
Contact - State	5018	X(02)
Contact - Street/Apartment	5016	X(16)
Contact - Telephone Number	5021	9(14)
Contact - Zip Code	5019	9(05)
Course Credits	5404	99V9
Course Identifier	5402	X(10)
Course Title	5401	X(25)
Degree/Diploma/Certificate	5104	X(01)
Degree/Diploma/Certificate Date	5105	9(04)
Ending Date - Year	5109	9(02)
Enrollment Status	5307	X(01)
Entrance Test Score - Date	5214	9(06)
Entrance Test Score - Form/Name	5211	X(08)
Entrance Test Score - Name (Type)	5210	X(04)
Entrance Test Score - Percentile Score	5213	99V9

DATA ELEMENT	DED NO.	COBOL PICTURE
Entrance Test Score - Raw Score	5212	9(03)
Expected Completion Date	5215	9(04)
Family Income	5028	9(06)
Father's Education	5027	X(01)
Father's Occupation	5025	X(02)
Financial Aid - Amount	5309	9(05)
Financial Aid - Type	5308	9(03)
Geographic Origin - County	5008	9(04)
Geographic Origin - State	5009	X(02)
Grade Point Average	5107	9V99
Grade Received	5405	X(02)
Graduating Class Size	5111	9(05)
Highest Academic Degree/Diploma/Certificate Earned	5023	X(01)
Housing Status	5011	9(02)
Identification Number - Student Personnel	5022	9(09)
Institution Code	5103	9(06)
Institution Name	5101	X(20)
Institution Type	5102	9(01)
Marital Status	5010	X(01)
Mother's Education	5026	X(01)
Mother's Occupation	5024	X(02)
Name	5001	X(30)
Number of Hours Worked	5310	9(02)
Residency Status	5012	X(01)
Section Identifier	5403	X(04)
Sex	5004	X(01)
Social Security Number	5003	9(09)
Student Identification Number	5002	X(09)
Student Level	5305	9(02)
Student Program/Major Field of Study	5106	9(04)
Student Program/Major Field of Study - Current	5303	9(02)
Term Date - Beginning	5301	9(06)
Term Date - Ending	5302	9(06)
Termination Status	5311	9(01)
Type of Contact	5013	X(01)

CHAPTER IX

STUDENT-RELATED DATA ELEMENTS

CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Admission Action, Most Recent	205	5208	Admission Action
Admission Action, Original	201	5208	Admission Action
Admission Action Date, Most Recent	207	5209	Admission Action Date
Admission Action Date, Original	203	5209	Admission Action Date
Admission Term, Original	204	5201	Admission - Date Valid
Admission Type Most Recent	206	5205	Admission Request - Student Status
Admission Type, Original	202	5205	Admission Request - Student Status
Citizenship Classification	006	5006	Citizenship
College(s) Previously Attended	109	5101 5102 5103	Institution Name Institution Type Institution Code
Course Credit Amount	302	5404	Course Credits
Course Descriptors	305	5402	Course Identifier
Course Grade	303	5405	Grade Received
Course Identification	301	5401 5402 5403	Course Title Course Identifier Section Identifier
Date of Birth	005	5005	Birth Date
Entrance Test Scores	106	5210 5211 5212 5213 5214	Entrance Test Score - Name (Type) Entrance Test Score - Form/Name Entrance Test Score - Raw Score Entrance Test Score - Percentile Score Entrance Test Score - Date

STUDENT CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Financial Aid - Amount	021	5309	Financial Aid - Amount
Financial Aid - Type	020	5308	Financial Aid - Type
Geographic Origin	007	5008 5009	Geographic Origin - County Geographic Origin - State
Highest Previous Degree(s), Undergraduate	110	5023	Highest Academic Degree/Diploma/ Certificate Earned
Highest Previous Degree(s), Graduate	111	5023	Highest Academic Degree/Diploma/ Certificate Earned
High School Code	101	5103	Institution Code
High School Class Rank	104	5110	Class Standing
High School Class Size	105	5111	Graduating Class Size
Local Address Permanent Address	008 009	5013 5016 5017 5018 5019 5020 5021	Type of Contact Contact - Street/Apartment Contact - City Contact - State Contact - Zip Code Contact - Country Contact - Telephone Number
Major Field	208	5106	Student Program/Major Field of Study
Marital Status	014	5010	Marital Status
Previous College Quality Points	113	5107	Grade Point Average
Race	013	5007	Civil Rights Racial Category

STUDENT CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Relative	010	5014	Contact - Name
		5015	Contact - Relationship
		5016	Contact - Street/Apartment
		5017	Contact - City
		5018	Contact - State
		5019	Contact - Zip Code
		5020	Contact - Country
		5021	Contact - Telephone Number
Resident - Status	012	5012	Residency Status
Sex	004	5004	Sex
Social Security Number	003	5003	Social Security Number
Student Employment	022	5310	Number of Hours Worked
Student Housing	016	5011	Housing Status
Student Level - Exchange Standard	213	5305	Student Level
Student Level - Institutional Standard	212	5305	Student Level
Student Name	001	5001	Name
Student Number	002	5002	Student Identification Number
Term Identification	304	5301	Term Date - Beginning
		5302	Term Date - Ending
Year of High School Graduation	102	5105	Degree/Diploma/Certificate Date

STUDENT CHANGES - Continued

DELETIONS	DED NO.	DED NO.	ADDITIONS
Credits Attempted for Quality Points, Cumulative at Current Institution	215*	5306	Academic Status
Credits Earned, Cumulative at Current Institution	214*	5202	Admission Application Date
Dependents	015	5203	Admission Request - Campus
Family Relationships to Institution	011	5206	Admission Request - Degree/Diploma/Certificate Type
Future Plans, Graduating Student	023	5204	Admission Request - Student Level
Future Plans, Nongraduating Student	024	5207	Admission Request - Student Program/Major Field of Study
Graduate Credits, Cumulative	218*	5304	Advisor Identifier
High School Course Work Summary	107*	5108	Beginning Date - Year
High School G.P.A.	103*	5104	Degree/Diploma/Certificate
High School G.P.A. by Major Academic Fields	108*	5109	Ending Date - Year
Previous College Quality Points Accepted	115	5307	Enrollment Status
Previous College Credits Accepted	114*	5215	Expected Completion Date
Previous College Credits Attempted for Quality Points	112	5028	Family Income
		5027	Father's Education
		5025	Father's Occupation
		5107	Grade Point Average
		5106	Student Program/Major Field of Study
		5303	Student Program/Major Field of Study - Current

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*These elements are derivable from other elements that are in the second edition.

STUDENT CHANGES - Continued

DELETIONS	DED NO.	DED NO.	ADDITIONS
Quality Points, Cumulative at Current Institution	216	5026	Mother's Education
Registration Date, Most Recent	210	5024	Mother's Occupation
Registration Method, Most Recent	211	5022	Identification Number - Student Personnel
Registration Type, Current	209*	5311	Termination Status
Selective Service Number	018		
Selective Service Status	017		
Undergraduate Credits, Cumulative	217		
Veteran's Benefit Status	019		

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*These elements are derivable from other elements that are in the second edition.

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APPENDICES

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APPENDIX 1

THE HEGIS TAXONOMY*

Section I:

CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

Title	*Code*
Accounting	0502
Administration, business	0506
Administration, educational	0827
Administration, public	2102
Administration, special education	0809
Adult education	0807
Advertising	0604
Aeronautical engineering	0902
Aerospace engineering	0902
Aerospace science	1803
African languages (non-Semitic)	1116
African studies	0305
Afro-American studies	2211
Agricultural business	0112
Agricultural economics	0111
Agricultural engineering	0903
Agricultural management	0110
Agriculture, general	0101
Agriculture technologies	0116
Agronomy	0102
American Indian cultural studies	2212
American studies	0313
Analytical chemistry	1909
Anatomy	0412
Animal science	0104
Anthropology	2202
Applied design	1009
Applied mathematics	1703
Arabic	1112
Archeology	2203
Architectural engineering	0904
Architecture	0202
Architecture, naval	0923
Art	1002
Art appreciation	1003
Art, commercial	1009
Art education	0831
Art history	1003
Asian studies, general	0301
Astronautical engineering	0902
Astronomy	1911
Astrophysics	1912
Atmospheric sciences	1913
Audiology	1220
Bacteriology	0403
Banking	0504
Biblical languages	2303
Biochemistry	0414
Bioengineering	0905
Biological and physical sciences (interdisciplinary)	4902
Biology, cellular	0417
Biology, general	0401
Biology, marine	0418
Biology, molecular	0416
Biomedical communication	1217
Biomedical engineering	0905
Biometrics	0419
Biophysics	0415
Biostatistics	0419
Black culture studies	2211
Botany, general	0402
Business administration	0506
Business, agricultural	0112
Business economics	0517
Business education	0838
Business, general	0501
Business, international	0513
Business management	0506
Business statistics	0503
Cafeteria management	1307
Catalan	1199
Cell biology	0417
Cell physiology	0417
Ceramic engineering	0916
Ceramics	1009
Chemical engineering	0906
Chemistry, general	1905
Child development	1305
Chinese	1107
Chiropractic	1221
Cinematography	1010
City planning	0206
Civil engineering	0908
Classics	1504
Clinical psychology	2003
Clinical social work	1222
Clothing	1303
Commerce education	0838
Commerce, general	0501
Commercial art	1009
Communication media	0605
Communications, general	0601
Communications engineering	0909
Community college education	0806
Community planning	0206
Community services, general	2101
Comparative literature	1503
Computer programming	0704
Computer sciences, general	0701
Construction engineering	0908
Consumer economics	1304

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*Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

Continuing education	0807
Corrections	2105
Counseling, educational	0826
Counseling, psychology for	2004
Creative writing	1507
Criminology	2209
Crop management	0102
Curriculum	0829
Cytology	0417
Dairy sciences	0105
Dance	1008
Danish	1114
Data processing	0703
Debate	1506
Demography	2215
Dental hygiene	1213
Dental specialties	1205
Dental technologies	1224
Dentistry, D.D.S. or D.M.D. degree	1204
Developmental psychology	2009
Dietetics	1306
Distributive education	0838
Dramatic arts	1007
Drawing	1002
Driver education	0836
Earth sciences, general	1917
East Asian studies	0302
Eastern European studies	0311
Ecology	0420
Economics	2204
Economics, agricultural	0111
Economics, business	0517
Education of the culturally disadvantaged	0813
Education of the deaf	0812
Education of the emotionally disturbed	0816
Education, general	0801
Education of the gifted	0811
Education of mentally retarded	0810
Education of the multiple handicapped	0820
Education of the physically handicapped	0819
Education, religious	2304
Education of the visually handicapped	0814
Educational administration	0827
Educational evaluation	0825
Educational measurement	0825
Educational psychology	0822
Educational research	0824
Educational statistics	0824
Educational supervision	0828
Educational testing	0825
Electrical engineering	0909
Electronics engineering	0909
Elementary education, general	0802
Embryology	0427
Engineering, general	0901
Engineering mechanics	0921
Engineering and other disciplines (interdisciplinary)	4904
Engineering physics	0919
Engineering technologies	0925
English as a foreign language	1508
English, general	1501
English, literature	1502
Entomology	0421
Environmental design, general	0201
Environmental engineering	0922
European studies, general	0310
Experimental psychology (animal and human)	2002
Family life education	0837
Family relations	1305
Farm management	0110
Fashion design	1009
Field crops	0102
Finance	0504
Fine arts, general	1001
Finnish	1199
Fish management	0107
Floriculture	0109
Foods and nutrition	1306
Food science	0113
Food technology	0113
Foreign languages, general	1101
Forensic science	1506
Forestry	0114
Forestry technologies	0116
French	1102
Fruit production	0108
Game management	0107
General liberal arts and sciences (interdisciplinary)	4901
Genetics	0422
Geochemistry	1915
Geography	2206
Geological engineering	0911
Geology	1914
Geophysical engineering	0912
Geophysics	1916
German	1103
Government	2207
Greek, classical	1110
Guidance, education	0826
Health care administration	1202
Health education	0837
Health professions, general	1201
Hebrew	1111
Helping services	2104
Higher education, general	0805
Histology	0413
History	2205
History of education	0821
Home decoration	1302
Home economics, general	1301
Home equipment	1302
Home management	1304
Horticulture	0108
Hospital administration	1202
Hotel management	0508
Humanities and social sciences (interdisciplinary)	4903
Husbandry, animal	0104
Husbandry, dairy	0105
Ichthyology	0499
India studies	0303
Indian (Asiatic)	1113
Industrial arts education	0839
Industrial engineering	0913
Industrial psychology	2008
Industrial relations	0516
Information sciences	0702
Information sciences, general	0701
Information systems	0702
Inorganic chemistry	1906
Institutional management	1307
Instruction	0829
Insurance	0512
Interior decoration	1009
Interior design	0203
International business	0513
International public service	2106
International relations	2210
Investments	0505
Islamic studies	0306
Italian	1104

Japanese	1108
Jewelry	1009
Journalism	0602
Junior college education	0806
Junior high school education	0804
Kindergarten education	0823
Korean	1199
Labor relations	0516
Landscape architecture	0204
Latin	1109
Latin American studies	0308
Law enforcement	2105
Law, general	1401
Learning theory	0822
Liberal arts and sciences (interdisciplinary)	4901
Library science, general	1601
Limnology	0499
Linguistics	1505
Literature, comparative	1503
Literature, English	1502
Management, business	0506
Management, engineering	0913
Marine biology	0418
Marine engineering	0923
Marketing	0509
Materials engineering	0915
Mathematics, applied	1703
Mathematics, education	0833
Mathematics, general	1701
Mathematics, statistics	1702
Mechanical engineering	0910
Medical laboratory technologies	1223
Medical record librarianship	1215
Medical specialties	1207
Medicine, M.D. degree	1206
Metallurgical engineering	0914
Metallurgy	1920
Metalsmithing	1009
Meteorology	1913
Mexican-American cultural studies	2213
Microbiology	0411
Middle Eastern studies	0309
Military science	1801
Mineral engineering	0918
Mining engineering	0918
Molecular biology	0416
Molecular physics	1903
Music (liberal arts program)	1005
Music appreciation	1006
Music, composition	1004
Music education	0832
Music history	1006
Music, performing	1004
Music, theory	1004
Musicology	1006
Natural resources management	0115
Naval architecture	0923
Naval science	1802
Neurosciences	0425
Norwegian	1114
Nuclear engineering	0920
Nuclear physics	1904
Nursery science	0109
Nursing (baccalaureate and higher programs)	1203
Nutrition, scientific	0424
Occupational therapy	1208
Ocean engineering	0924
Oceanography	1919
Operations research	0507
Optometry	1209
Organic chemistry	1907
Ornamental horticulture	0109
Ornithology	0499
Osteopathic medicine, D.O. degree	1210
Pacific area studies	0314
Painting	1002
Paleontology	1918
Parasitology	0499
Park management	2103
Pathology, animal	0408
Pathology, human	0408
Pathology, plant	0404
Personnel management	0515
Petroleum engineering	0907
Petroleum refining	0906
Pharmaceutical chemistry	1910
Pharmacology, animal	0409
Pharmacology, human	0409
Pharmacology, plant	0405
Pharmacy	1211
Philology	1505
Philosophy	1509
Philosophy of education	0821
Phonetics	1505
Photography	1011
Physical chemistry	1908
Physical education	0835
Physical sciences, general	1901
Physical therapy	1212
Physics, general	1902
Physiological psychology	2010
Physiology, animal	0410
Physiology, human	0410
Physiology, plant	0406
Plant pathology	0404
Plant pharmacology	0405
Plant physiology	0406
Podiatry	1216
Political science	2207
Poultry science	0106
Pre-elementary education	0823
Programming, computer	0704
Psychology, clinical	2003
Psychology for counseling	2004
Psychology, developmental	2009
Psychology, education	0822
Psychology, general	2001
Psychology, industrial	2008
Psychology, physiological	2010
Psychology, social	2005
Psychometrics	2006
Public address	1506
Public administration	2102
Public health	1214
Public utilities	0510
Purchasing	0509
Radio	0603
Radiobiology	0423
Radiologic technologies	1225
Range management	0117
Reading education	0830
Real estate	0511
Recreation management	2103
Regional planning	0206
Rehabilitation services	1222
Religious education	2304
Religious music	2302
Religious studies	1510
Remedial education	0817

Restaurant management	0508
Rhetoric	1506
Russian	1106
Russian studies	0307
Safety education	0836
Sanitary engineering	0922
Sanskrit	1199
Scandinavian languages	1114
Science education	0834
Sculpture	1002
Secondary education, general	0803
Secretarial studies	0514
Securities	0505
Seismology	1916
Semantics	1505
Slavic languages (other than Russian)	1115
Slavic studies	0307
Social foundations of education	0821
Social sciences, general	2201
Social psychology	2005
Social work	2104
Sociology	2208
Soil conservation	0103
Soil management	0103
Soil science	0103
South Asian studies	0303
Southeast Asian studies	0304
Spanish	1105
Special education, general	0808
Special learning disabilities	0818
Speech	1506
Speech correction	0815
Speech pathology	1220
Statistics, mathematical and theoretical	1702
Statistics in psychology	2007
Student personnel	0826
Swedish	1114
Systems analysis	0705
Systems, information	0702
Teaching of English as a foreign language	1508
Technical education	0839
Television	0603
Textile design	1009
Textile engineering	0917
Textiles, home economics	1303
Theological professions, general	2301
Toxicology	0426
Transportation	0510
Transportation engineering	0908
Urban architecture	0205
Urban studies	2214
Vegetable production	0108
Veterinary medicine, D.V.M. degree	1218
Veterinary medicine specialties	1219
Vietnamese	1199
Vocational education	0839
Weaving	1009
West European studies	0312
Wildlife management	0107
Writing, creative	1507
Zoology, general	0407

Section II:

TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

Title	*Code*
Accounting technologies	5002
Advertising design technologies	5012
Advertising technologies	5004
Aeronautical technologies	5302
Agriculture technologies	5402
Air conditioning technologies	5317
Airport management technologies	5004
Animal laboratory assistant technologies	5206
Appliance repair technologies	5310
Applied arts technologies	5012
Architectural drafting technologies	5304
Automotive technologies	5306
Aviation technologies	5302
Banking technologies	5003
Bible study	5502
Biological laboratory assistant technologies	5205
Broadcasting technologies	5008
Building technologies	5317
Business management technologies	5004
Business technologies, general	5001
Carpentry technologies	5317
Chemical technologies	5305
Civil technologies	5309
Commerce technologies, general	5001
Communications technologies	5008
Computer operator technologies	5104
Computer, peripheral equipment operation technologies	5104
Computer programmer technologies	5103
Construction technologies	5317
Corrections technologies	5505
Cosmetologist	5006
Data processing equipment maintenance technologies	5105
Data processing technologies, general	5101
Dental assistant technologies	5202
Dental hygiene technologies	5203
Dental laboratory technologies	5204
Diesel technologies	5307
Distribution technologies	5004
Drafting, architectural	5304
Education technologies	5503
Electrician technologies	5317
Electro diagnostic technologies	5217
Electromechanical technologies	5311
Electronics and machine technologies	5310
Engineering graphics	5303
Engineering technologies, general	5301
Environmental health technologies	5408
Finance technologies	5003
Fine arts technologies	5012
Fire control technology	5507
Fisheries technologies	5403
Food services technologies	5404
Forestry technologies	5403

Graphic arts technologies ... 5012

Health services assistant technologies, general ... 5201
Heating technologies ... 5317
Home economics technologies ... 5405
Horticulture technologies ... 5402
Hospital food service technologies ... 5404
Hotel management technologies ... 5010

Industrial management technologies ... 5004
Industrial technologies ... 5312
Inhalation therapy technologies ... 5215
Input preparation technologies ... 5102
Institutional management technologies ... 5218
Instrumentation technologies ... 5314
Insurance technologies ... 5004

Key punch operator technologies ... 5102

Laboratory technologies, general ... 5407
Landscape technologies ... 5402
Law enforcement technologies ... 5505
Library assistant technologies ... 5504
Lithography technologies ... 5009

Machine drafting and design technologies ... 5303
Machine repair technologies ... 5310
Marina equipment technologies ... 5004
Marine technologies ... 5406
Marketing technologies ... 5004
Mechanical technologies ... 5315
Mechanical technologies, general ... 5301
Medical assistant technologies ... 5214
Medical laboratory assistant technologies ... 5205
Medical office assistant technologies ... 5214
Medical record technologies ... 5213
Mental health aide programs ... 5216

Natural science technologies, general ... 5401
Newspaper communication technologies ... 5008
Nuclear technologies ... 5316
Nursing, practical (L.P.N. or L.V.N.) ... 5209
Nursing R.N. preparation ... 5208

Occupational therapy technologies ... 5210
Oceanographic technologies ... 5406
Ocular care technologies ... 5212
Office machine repair technologies ... 5310
Office machine training ... 5005
Ophthalmic technologies ... 5212
Optical technologies ... 5212
Optometric technologies ... 5212

Personal service technologies ... 5006
Personnel management technologies ... 5004
Photogrammetry technologies ... 5309
Photography technologies ... 5007
Physical therapy technology ... 5219
Plastics technologies ... 5305
Plumbing technologies ... 5317
Police technologies ... 5505
Printing technologies ... 5009
Programmer technologies ... 5103
Psychiatric technologies ... 5216
Public administration and management technologies ... 5508
Public health inspection technologies ... 5408
Public service technologies, general ... 5501
Public utility technologies ... 5011
Purchasing technologies ... 5004

Radio broadcasting technologies ... 5008
Radio repair technologies ... 5310
Radiologic technologies ... 5207
Real estate technologies ... 5004
Recreation technologies ... 5506
Religion related occupations ... 5502
Rest home management technology ... 5218
Restaurant management technologies ... 5010

Sales technologies ... 5004
Sanitation technologies ... 5408
Secretarial technologies ... 5005
Sheet metal technologies ... 5317
Social work related technologies ... 5506
Stewardess preparation ... 5006
Surgical technologies ... 5211
Surveying technologies ... 5309

Teacher aide preparation ... 5503
Television broadcasting technologies ... 5008
Television repair technologies ... 5310
Textile technologies ... 5313
Tool design technologies ... 5303
Transportation technologies ... 5011

Welding technologies ... 5308
Wildlife technologies ... 5403

X-ray technologies ... 5207

APPENDIX 2

CURRENT FUNDS REVENUE CATEGORIES

The revenue categories will only include current funds revenues. Current funds revenues include (1) all unrestricted gifts and other unrestricted resources earned during the reporting period and (2) restricted current funds to the extent that such funds were expended for current operating purposes. Current funds revenues do not include restricted current funds received but not expended, or resources which are restricted by outside persons or agencies to loan funds, endowment or term endowment funds, annuity and life income funds, plant funds, or agency funds.

The accounts should be maintained and reports prepared on the accrual basis of accounting. Revenues should be reported when earned. Revenues of an academic term (e.g., summer session) which straddles two fiscal years should be reported totally within the fiscal year in which the term is concluded.

Credits for interdepartmental transactions of service departments and storerooms which provide services to the institution, as contrasted with services to students, faculty, and staff, should not be included as revenues but as reductions of expense in the servicing department. Normally, such transactions do not result in revenues to the institution because they are essentially interdepartmental transfers of costs.

Both unrestricted and restricted current funds revenues should be displayed. Unrestricted revenues includes all funds received for which no stipulation as to how they were to be expended was made by the donor. Unrestricted revenues include monies which are initially unrestricted and are subsequently designated for a particular purpose by the institution's governing board. Restricted funds include only those monies expended during the reporting period for a purpose specified by the donor as a precondition for their receipt by the institution.

The following categories should be used for the display of current fund revenues:

- Tuition & Fees
- Governmental Appropriations
    - Federal
    - State
    - Local
- Governmental Grants and Contracts
    - Federal
    - State
    - Local
- Private Gifts, Grants, and Contracts
- Endowment Income
- Sales and Services of Educational Activities
- Sales and Services of Auxiliary Enterprises
- Sales and Services of Hospitals
- Other Sources

Tuition and Fees

Student tuition and fees includes all tuition and fees assessed (net of refunds) against students for educational and general purposes. Tuition and fees remissions or exemptions should be assessed and reported as revenue even though there is no intention of collecting from the student. The amount of such remissions or exemptions should be offset as expenditures and appropriately classified as student aid or as staff benefits.

If all tuition and/or fees are remitted to the state as an offset to the state appropriation, the total for tuition and fees should be deducted from the total for state appropriations and added to the total for tuition and fees.

If the assignment of fees to debt service, renewals and replacements, or unexpended plant funds is an administrative action only, or subject to change by the governing board alone, then such fees should be reported as unrestricted current funds revenues and included in this category. Monies from fees on which there are binding external restrictions because they have been specifically assessed for debt service on institutional plant, or for renewals and replacements of plant, or for expansion of facilities should not be reported under this classification, but should be reported as direct additions to plant funds, since such fees are not legally available for current operating purposes.

If an all-inclusive fee for tuition, room, and board is charged, a reasonable allocation should be made between revenues for tuition and auxiliary enterprises.

Charges for room, board, and other services rendered by auxiliary enterprises are not included in this category but should be classified under revenues of auxiliary enterprises.

Governmental Appropriations

Governmental appropriations include those monies received from or made available by governmental sources through legislative acts. It does not include governmental grants or contracts. This category includes all such unrestricted appropriations and restricted appropriations to the extent expended for educational and general purposes, including student aid. It also includes funds disbursed for the account of the institution by the governmental agency, such as payments into a state retirement system on behalf of the institutions.

Those tuition and fees collected by the institution and returned to the institution in the form of state appropriations would have to be subtracted from this total, as they already appear as tuition and fees.

The determination of whether a particular government appropriation should be classified as restricted or unrestricted funds is based upon the ability of the institution alone to change a particular restriction during the reporting period, should circumstances deem it necessary. If a change in a particular restriction can be made without having to go through the legislative process, the funds should be considered unrestricted. Funds are unrestricted even if they are distributed to the institution for purposes specified by an intermediate group (e.g., a governing board). In this particular instance, if a change in restrictions needs to be made, it can be made by the intermediate body without having to go back through the legislative process and would, therefore, be unrestricted.

Government appropriations should be subclassified to identify the governmental level (federal, state, or local) of the legislative body making the appropriation to the institution.

The following criterion should be used in determining which legislative level is the fundor:

> The fundor level is the level of the agent which makes the decision that the monies will be allocated to the particular purpose for which they are ultimately expended.

For example, if the federal government stipulates a specific use for some monies which then flow through the state to the institution, the funds would be classified as federal monies. However, if the federal government distributes funds to the state for unspecified general purposes (e.g., general revenue sharing) and the state then appropriates all or a portion of those monies to the institution, the funds received by the institution would be classified as state rather than federal monies.

Governmental Grants and Contracts

Governmental grants and contracts include revenues from governmental agencies which are received or made available for specific research projects or other types of programs, including student aid. Examples are training programs, training and instructional institutes and similar activities for which amounts are received or expenditures are reimbursable under the terms of the grant or contract.

Amounts equal to direct costs incurred should be recorded as charges against current restricted funds and reported as restricted revenues. Related indirect costs recovered should be transferred from current restricted funds to current unrestricted funds. The amount equal to direct costs incurred should be reported as restricted revenues and the amount equal to indirect costs recovered should be reported as unrestricted revenues.

The level of government fundor should be disclosed using the same criterion described for governmental appropriations.

Private Gifts, Grants, and Contracts

Private gifts, grants, and contracts include amounts from outside non-governmental organizations or individuals. It includes all unrestricted gifts and bequests as well as all restricted gifts and grants to the extent expended for educational and general purposes, including student aid. It also includes all amounts received as a result of the purchase of a service from the institution by a nongovernmental entity. Income from funds held in revocable trusts or distributable by direction of the trustees of such trusts should be reported under this classification.

The amount equal to direct costs incurred should be reported as restricted revenues and the amount equal to indirect costs recovered should be reported as unrestricted revenues.

Endowment Income

Endowment income includes the following: (1) unrestricted income of endowment and similar funds, (2) restricted income of endowment and similar funds to the extent expended for educational and general purposes, including student aid, and (3) income from funds held in trust by others under irrevocable trusts.

Income from investments of endowment and similar funds does not include capital gains and losses since such gains and losses are accounted for in the endowment and similar fund groups. If a portion of the gains of endowment or quasi-endowment funds investments is utilized for current operating purposes, the portion so utilized should be reported as a transfer rather than as revenues.

Income from funds held in trust by others under irrevocable trusts should be separately identified under this heading.

The unrestricted income from endowment and similar funds credited to revenues should be the total ordinary income earned (or yield) on the investments of these funds except that income which must be added back to the principal in accordance with the terms of the agreement set forth by the donor.

Sales and Services of Educational Activities

Sales and services of educational activities includes incidental revenues of educational departments not directly associated with the education of students. Examples of such revenues are film rentals, scientific and literary publications, and testing services.

Also included in this category are the revenues from activities which exist to provide an instructional or laboratory experience for students and which incidentally create goods or services that may be sold to students, faculty and staff, or to the general public, such as dairy creameries, food technology divisions, and so forth.

If service to the students rather than training and instruction is the primary purpose of the activities, the revenue should be classified as sales and services of auxiliary enterprises.

This category does not include the revenues generated by hospitals operated by the institution. These revenues should be classified as sales and services of hospitals.

Included in this category are all revenues previously classified as sales and services of educational departments and organized activities related to educational departments.

Sales and Services of Auxiliary Enterprises

This category includes all revenues generated by the auxiliary enterprise operations of the institution. An auxiliary enterprise is an entity which exists to furnish a service to students, faculty, or staff and which charges a fee that is directly related to, although not necessarily equal to, the cost of the service. The general public may incidentally be served in some auxiliary enterprises. In addition to educational and general, auxiliary enterprises is usually the other major category of current funds revenues and reflects revenues from activities conducted primarily to provide facilities or services for students, faculty, and staff.

Auxiliary activities usually include residence halls, food services, intercollegiate athletics, college unions, college stores, and other services such as barber shops, movie houses, etc.

Sales and Services of Hospitals

Sales and services of hospitals (whenever applicable) includes the gross revenues of a hospital operated by the institution. It includes revenue from daily patient services (i.e., medical, surgical, pediatrics, intensive care, etc.), revenue from nursing services (i.e., operating room, recovery room, etc.), and revenue from other professional services (i.e., laboratories, blood bank, etc.). It does not include revenue for research and other specific purpose grants, gifts or subsidies. Such monies should be included in the appropriate categories described above.

Other Sources

Other sources includes all items of revenues not covered elsewhere. Examples are income and gains and losses from investments of unrestricted current funds.

APPENDIX 3

STANDARD ABBREVIATIONS FOR COUNTRIES OF THE WORLD

The standard value set recommended to represent countries of the world is that of the U. S. Department of Commerce, National Bureau of Standards as reported in Federal Information Processing Standards (FIPS) publication number 10 dated June 15, 1970.

Countries, Dependencies, and Areas of Special Sovereignty
With Their Assigned Codes. (Sequenced by Code)

Code	Name	Code	Name
	A		
AC	ANTIGUA	BR	BRAZIL
AF	AFGHANISTAN	BT	BHUTAN
AG	ALGERIA	BU	BULGARIA
AL	ALBANIA	BV	BOUVET ISLAND
AN	ANDORRA	BX	BRUNEI
AO	ANGOLA	BY	BURUNIDI
AQ	AMERICAN SAMOA		
AR	ARGENTINA		C
AS	AUSTRALIA		
AT	ASHMORE AND CARTIER ISLANDS	CA	CANADA
		CB	CAMBODIA
AU	AUSTRIA	CD	CHAD
AY	ANTARCTICA	CE	CEYLON
		CF	CONGO(BRAZZA VILLE)
	B	CG	CONGO (KINSHASA)
		CH	CHINA, COMMUNIST
BA	GAHRAIN	CI	CHILE
BB	BARBADOS	CJ	CAYMAN ISLANDS
BC	BOTSWANA	CK	COCOS ISLANDS
BD	BERMUDA	CL	CENTRAL AND SOUTHERN LINE ISLANDS
BE	BELGIUM		
BF	BAHAMAS	CM	CAMEROON
BH	BRITISH HONDURAS	CN	COMORO ISLANDS
BL	BOLIVIA	CO	COLOMBIA
BM	BURMA	CS	COSTA RICA
BP	BRITISH SOLOMON ISLANDS	CT	CENTRAL AFRICAN REPUBLIC
BQ	UNITED STATES MISC. CARIBBEAN ISLANDS	CU	CUBA
		CV	CAPE VERDE

Countries, Dependencies, and Areas of Special Sovereignty With Their Assigned Codes. (Sequenced by Code)

Code	Name
CW	COOK ISLANDS
CY	CYPRUS
CZ	CZECHOSLOVAKIA
	D
DA	DENMARK
DM	DAHOMEY
DO	DOMINICA
DR	DOMINICAN REPUBLIC
	E
EC	ECUADOR
EG	UNITED ARAB REPUBLIC
EI	IRELAND
EK	EQUATORIAL GUINEA
EQ	CANTON AND ENDERBURY ISLANDS
ES	EL SALVADOR
ET	ETHIOPIA
	F
FA	FALKLAND ISLANDS
FG	FRENCH GUIANA
FI	FINLAND
FJ	FIJI
FO	FAEROE ISLANDS
FP	FRENCH POLYNESIA
FR	FRANCE
FS	FRENCH SOUTHERN AND ANTARCTIC LANDS (exluding Terre Adelie)
FT	FRENCH TERRITORY OF AFARS AND ISSAS
	G
GA	GAMBIA
GB	GABON
GC	GERMANY, SOVIET ZONE OF
GE	GERMANY, FEDERAL REPUBLIC OF
GH	GHANA
GI	GIBRALTAR

Code	Name
GJ	GRENADA
GL	GREENLAND
GN	GILBERT AND ELLICE ISLANDS
GP	GUADELOUPE
GQ	GUAM
GR	GREECE
GT	GUATEMALA
GV	GUINEA
GY	GUYANA
GZ	GAZA STRIP
	H
HA	HAITI
HK	HONG KONG
HM	HEARD AND McDONALD ISLANDS
HO	HONDURAS
HU	HUNGARY
	I
IC	ICELAND
ID	INDONESIA
IN	INDIANA
IO	BRITISH INDIAN OCEAN TERRITORY
IQ	UNITED STATES MISC. PACIFIC ISLANDS
IR	IRAN
IS	ISRAEL
IT	ITALY
IU	ISRAEL-SYRIA DEMILITARIZED ZONES
IY	IRAQ-SAUDI ARABIA NEUTRAL ZONE
IZ	IRAQ
	J
JA	JAPAN
JM	JAMAICA
JN	JAN MAYEN
JO	JORDAN
JQ	JOHNSTON ATOLL

Countries, Dependencies, and Areas of Special Sovereignty With Their Assigned Codes. (Sequenced by Code)

Code	Name
	K
KE	KENYA
KN	KOREA, NORTH
KS	KOREA, REPUBLIC OF
KT	CHRISTMAN ISLAND (INDIAN OCEAN)
KU	KUWAIT
	L
LA	LAOS
LE	LEBANON
LI	LIBERIA
LS	LIECHTENSTEIN
LT	LESOTHO
LU	LUXEMBOURG
LY	LIBYA
	M
MA	MADAGASCAR
MB	MARTINIQUE
MC	MACAO
ME	SPANISH TERRITORIES IN NORTHERN MOROCCO
MG	MONGOLIA
MH	MONTSERRAT
MI	MALAWI
ML	MALI
MN	MONACO
MO	MOROCCO
MP	MAURITIUS
MQ	MIDWAY ISLANDS
MR	MAURITANIA
MT	MALTA
MU	MUSCAT AND OMAN
MV	MALDIVES
MX	MEXICO
MY	MALAYSIA
MZ	MOZAMBIQUE
	N
NA	NETHERLANDS ANTILLES
NC	NEW CALEDONIA
NE	NIUE
NF	NORFOLK ISLAND
NG	NIGER
NH	NEW HEBRIDES
NI	NIGERIA
NL	NETHERLANDS
NO	NORWAY
NP	NEPAL
NR	NAURU
NS	SURINAM
NU	NICARAGUA
NZ	NEW ZEALAND
	P
PA	PARAGUAY
PC	PITCAIRN ISLAND
PE	PERU
PF	PARACAL ISLANDS
PG	SPRATLY ISLAND
PK	PAKISTAN
PL	POLAND
PN	PANAMA
PO	PORTUGAL
PP	PAPUA AND NEW GUINEA
PQ	CANAL ZONE
PT	PORTUGUESE TIMOR
PU	PORTUGUESE GUINEA
	Q
QA	QATAR
	R
RE	REUNION
RH	SOUTHERN RHODESIA

Countries, Dependencies, and Areas of Special Sovereignty With Their Assigned Codes. (Sequenced by Code)

Code	Name
RO	ROMANIA
RP	PHILIPPINES
RQ	PUERTO RICO
RW	RWANDA
	S
SA	SAUDI ARABIA
SB	ST. PIERRE AND MIQUELON
SC	ST. CHRISTOPHER-NEVIS-ANGUILLA
SE	SEYCHELLES
SF	SOUTH AFRICA
SG	SENEGAL
SH	ST. HELENA
SK	SIKKIM
SL	SIERRA LEONE
SM	SAN MARINO
SN	SINGAPORE
SO	SOMALIA
SP	SPAIN
SQ	SWAN ISLANDS
SS	SPANISH SAHARA
ST	ST. LUCIA
SU	SUDAN
SV	SVALBARD
SW	SWEDEN
SY	SYRIA
SZ	SWITZERLAND
	T
TC	TRUCIAL STATES
TD	TRINIDAD AND TOBAGO
TH	THAILAND
TK	TURKS AND CAICOS ISLANDS
TL	TOKELAU ISLANDS
TN	TONGA
TO	TOGO
TP	SAO TOME AND PRINCIPE
TQ	TRUST TERRITORY OF THE PACIFIC ISLANDS
TS	TUNISIA
TU	TURKEY
TW	CHINA, REPUBLIC OF
TZ	TANZANIA

Code	Name
	U
UG	UGANDA
UK	UNITED KINGDOM
UR	SOVIET UNION
US	UNITED STATES
UV	UPPER VOLTA
UY	URUGUAY
	V
VC	ST. VINCENT
VE	VENEZUELA
VI	BRITISH VIRGIN ISLANDS
VN	VIET-NAM, NORTH
VQ	VIRGIN ISLANDS (U.S.)
VS	VIET-NAM, REPUBLIC OF
VT	VATICAN CITY
	W
WA	SOUTH-WEST AFRICA
WB	WEST BERLIN
WF	WALLIS AND FUTUNA
WQ	WAKE ISLAND
WS	WESTERN SAMOA
WZ	SWAZILAND
	Y
YE	YEMEN
YO	YUGOSLAVIA
YQ	RYUKYU ISLANDS, SOUTHERN
YS	SOUTHERN YEMEN
	Z
ZA	ZAMBIA

APPENDIX 4

STANDARD ABBREVIATIONS FOR STATES OF THE UNITED STATES

The two-character alphabetic codes below are recognized by the United States Postal Service and recommended for use as the standard code set in the NCHEMS Data Element Dictionary.

Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

APPENDIX 5

STANDARD FORMAT FOR CALENDAR DATE

The specification for calendar date used in the Data Element Dictionary is the one adopted by the U. S. Department of Commerce, National Bureau of Standards, as reported in Federal Information Processing Standards (FIPS) Publication No. 4 dated November 1, 1968.

In this standard, "Calendar Date is represented by a numeric code of six consecutive positions that represent (from left to right, in high to low order sequence) the Year, the Month and the Day, as identified by the Gregorian Calendar."

The first two positions represent the tens and units identification of the year. For example, the year 1914 is represented as 14, and the year 1915 is represented as 15.

The third and fourth positions represent the twelve months of the year, i.e.,

Month	Code
January	01
February	02
March	03
April	04
May	05
June	06
July	07
August	08
September	09
October	10
November	11
December	12

The fifth and sixth positions represent the days of the month, which are expressed as 01 through 31.

Examples of calendar date coding are: December 1, 1909, in coded as 091201; 31 January, 1964, is coded as 640131; 1967 January 15 is coded as 670115.

When the day of the month is not known, insert zeroes in the last two digits of the date field. When the month is now known, insert zeroes in the third and fourth positions of the date field.

APPENDIX 6*

STANDARD ROOM USE CATEGORIES

ASSIGNABLE AREAS

100 CLASSROOM FACILITIES

110 Classroom

Definition: A room used by classes that do not require special-purpose equipment for student use.

Description: Included in this category are rooms generally used for scheduled instruction requiring no special equipment and referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A classroom may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does not include conference rooms (350), meeting rooms (680), auditoriums (610), or class laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms on the basis of primary use; rooms with tables and chairs that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms. (See categories 350 and 680 for the distinction between conference rooms and meeting rooms.) Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an assembly facility (i.e., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom on the basis of equipment in the room and by its limited use. A room with specialized equipment such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment (instructional), shop equipment, etc., that is used for instructional purposes is a class laboratory, a special class laboratory, or an individual study laboratory.

1[illegible]5 Classroom Service

Definition: A room that directly serves one or more classrooms as an extension of the activities in such a room.

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*Reprinted from Appendix 5.2 in Higher Education Facilities Inventory and Classification Manual. (Romney, 1972)

Description: Included in this category are projection rooms, cloak rooms, preparation rooms, closets, and storage if they serve classrooms.

Limitations: This category does not include projection rooms, cloak rooms, preparation rooms, closets, or storage, if such rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as assembly facility service.

200 LABORATORY FACILITIES

210 Class Laboratory

Definition: A room used primarily by regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A class laboratory is designed for and/or furnished with equipment to serve the needs of a particular discipline for group instruction in regularly scheduled classes. The design of and/or equipment in such a room normally limits or precludes its use for other disciplines. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped rooms if they are used primarily for group instruction in regularly scheduled classes. Computer processing rooms used primarily to instruct students in the use of EDP equipment are classified as class laboratories if that instruction is conducted primarily in regularly scheduled classes.

Limitations: This category does not include laboratory rooms that serve as individual (or independent) study rooms (230 or 410). It does not include laboratories used for group instruction that are informally or irregularly scheduled (220). This category does not include rooms generally referred to as research laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special use facilities (500). Computer processing facilities used jointly for instruction and/or research and/or administration are coded Data Processing/Computer (710).

APPENDIX 6

STANDARD ROOM USE CATEGORIES

215 Class Laboratory Service

Definition: A room that directly serves one or more class laboratories as an extension of the activities in those rooms.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities that serve a class laboratory except animal rooms and greenhouses.

Limitations: This category does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve special class laboratories (225), individual study laboratories (235), or non-class laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

220 Special Class Laboratory

Definition: A room used primarily by informally (or irregularly) scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A special class laboratory is designed for and/or furnished with equipment to serve the needs of a particular area of study for group instruction in informally (or irregularly) scheduled classes. The design and/or equipment in such a room normally limits or precludes its use for other areas of study. Special class laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, (group) studios, etc., if they are used primarily for group instruction in informally (or irregularly) scheduled classes. Note that the criteria for differentiating between special class laboratories and class laboratories is the irregular or informal nature of the scheduling, and not the specialization of the equipment or instruction.

Limitations: This category does not include class laboratories (210), individual study rooms (230 or 410), and research laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special use facilities (500). Computer processing facilities used jointly for instruction and/or research and/or administration are coded Data Processing/Computer (710).

APPENDIX 6

STANDARD ROOM USE CATEGORIES

225 Special Class Laboratory Service

Definition: A room that directly serves one or more special class laboratories as an extension of the activities in those rooms.

Description: Included in this category are tape storage rooms, equipment storage rooms, stock rooms and similar rooms which serve a special class laboratory, except animal rooms and greenhouses.

Limitations: This category does not include rooms that serve class laboratories (215), individual study laboratories (235), or non-class laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

230 Individual Study Laboratory

Definition: A room used primarily for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are music practice rooms, individual study laboratories, and similar rooms that serve a particular subject-matter area. Stations may be grouped (as in an individual study laboratory) or individualized (as in a music practice room).

Limitations: This category does not include individual study facilities that are intended for general study purposes. Study areas not related to a specific area of study are classified as study facilities (400). Computer processing facilities used jointly for instruction and/or research and/or administration are coded Data Processing/Computer (710).

235 Individual Study Laboratory Service

Definition: A room that directly serves one or more individual study laboratories as an extension of the activities in those rooms.

Description: Included in this category are equipment storage, stock rooms, and similar rooms which serve an individual study laboratory facility except animal rooms and greenhouses.

Limitations: This category does not include rooms that serve class laboratories (215), special class laboratories (225), or non-class laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

250 Non-Class Laboratory

Definition: A room used for laboratory applications, research, and/or training in research methodology that requires special-purpose equipment for staff and/or student experimentation or observation.

Description: Included in this category are rooms generally referred to as research laboratories and research laboratory-offices.

Limitations: This category does not include rooms generally referred to as teaching laboratories, such as class laboratories (210), special class laboratories (220), or individual study laboratories (230).

255 Non-Class Laboratory Service

Definition: A room that directly serves one or more non-class laboratories as an extension of the activities in those rooms.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a non-class laboratory except animal rooms and greenhouses.

Limitations: This category does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a class laboratory (215), a special class laboratory (225), or an individual study laboratory (235). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

300 OFFICE FACILITIES

310 Office

Definition: A room used by faculty, staff, or students working at a desk (or table).

Description: An office typically is equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets. Included in this category are rooms generally referred to as faculty offices, administrative offices, clerical offices, graduate assistant offices, teaching assistant offices, student offices, etc. Included in this category is a studio (music, art, etc.) if that room also serves as the office of a staff member.

Limitations: Special note should be taken of rooms which are equipped both as office and "research laboratory." A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a non-class laboratory (250). Note that this distinction rests on equipment rather than function. It is recommended that those rooms that have office type equipment and fixed laboratory type equipment (primarily in the biological and physical sciences) within the same room be classified as non-class laboratories (250). Large rooms, such as glass shops, printing shops, reading rooms, research laboratories, etc., that incidentally contain a desk space for a technician or staff member are classified according to the primary purpose of the room, rather than as offices.

315 Office Service

Definition: A room that directly serves an office or group of offices as an extension of the activities in those rooms.

Description: Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms.

Limitations: Centralized mimeograph and printing shops that are campus-wide in scope should be classified as shop facilities (720).

350 Conference Room (Office Related)

Definition: A room serving an office complex and used primarily for staff meetings and departmental activities other than instructional activities.

Description: A conference room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Normally it is used by a specific organizational unit, whereas meeting rooms (680) are used for general purposes such as community group meetings. It is distinguished from facilities such as seminar rooms, lecture rooms, and general classrooms (110) because it is used primarily for activities other than scheduled classes. Rooms that serve both as conference rooms and meeting rooms should be classified according to their principal use.

Limitations: This category does not include classrooms (110), seminar rooms (110), lecture rooms (110), auditoriums (610), interview rooms, or lounge facilities (650).

355 Conference Room Service (Office Related)

Definition: A room that directly serves one or more conference rooms as an extension of the activities in those rooms.

Description: Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does not include kitchens, dining rooms, and similar facilities in a centralized conference-type building (680). Dining rooms open to the student body at large and/or the public are categorized as food facilities (630).

400 STUDY FACILITIES

410 Reading/Study Room

Definition: A room used by individuals to study books or audio/visual materials.

Description: Included in this category are rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, and similar rooms that are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a reading room may include typewriters, remote terminals of a computer, electronic display equipment, etc. (See also 430.) Reading rooms need not be located only in libraries but also may be found in residence halls or academic buildings.

Limitations: This category does not include individual study laboratories (230) that are limited in use to a particular area of study. This category does not include classrooms (110), class laboratories (210), special class laboratories (220), non-class laboratories (250), offices (310), sleep/study rooms in residence halls or other housing units (910 or 920), waiting rooms (315), or lounge facilities (650).

420 Stack

Definition: A room (or portion of a room) used to provide shelving for library or audio/visual materials.

Description: Included in this category are rooms generally referred to as library stacks. (See also 430.)

Limitations: This category does not include book-shelf space in classrooms, laboratories, or offices. Audio/visual film and tape libraries that generally serve groups (rather than individuals) are classified as audio/visual, radio, TV facilities.

Separate tape storage rooms for language laboratories should be classified as special class laboratory service (225) or individual study laboratory service (235). Separate rooms containing musical scores, records, and tapes are classified as stack space if the primary purpose of the materials is for instruction or research (as in a library or music building). Rooms containing such materials and intended for listening enjoyment (as in a student union) should be classified as recreation facility service (675).

430 Open-Stack Reading Room

Definition: A room that is a combination of a reading room and stack, generally without physical boundaries between the stack and reading areas.

Description: Included in this category are rooms generally referred to as open-stack reading rooms.

Limitations: This category is not used if the area of an open-stack reading room can be prorated to reading room (410) and stack (420) at the time the physical inventory is made. This category might be used as a "working-purposes" category if proration on some appropriate basis is anticipated. Further limitations are defined under reading room (410) and stack (420).

APPENDIX 6

STANDARD ROOM USE CATEGORIES

440 Processing Room

Definition: A room which serves a reading/study room, stack, or open-stack reading room as a supporting service to such rooms.

Description: Included in this category are rooms generally referred to as card catalog, circulation desk, bookbinding, microfilm processing and audio-visual record-playback equipment for distribution to individual study stations.

Limitations: This category does not include such library space as: offices for staff (310); acquisitions work areas that are to be classified as offices (310); campuswide or centralized audio/visual preparation areas, bookbinding, and microfilm processing areas that are to be classified as shop facilities (720); instructional facilities for library science staff that are to be classified as classrooms (110), class laboratories (210), special class laboratories (220), offices (310), or other appropriate designations.

455 Study Service

Definition: A room which directly serves reading/study rooms, stacks, open-stack reading rooms, or processing rooms as a direct extension of the activities in those rooms.

Description: Other categories in these definitions have provided a "service" category for each type of room. Because such facilities are minimal in library-type spaces this one category of study facility service space is provided for all types of study facilities. Included are such areas as closets, locker space, coatrooms, etc.

Limitations: This category does not include card catalogs, circulation desks, and other areas designated as processing rooms (440).

500 SPECIAL USE FACILITIES

510 Armory

Definition: A room or area used by Reserve Officer Training Corps (ROTC) units.

Description: This category includes indoor drill areas, indoor rifle ranges, and special-purpose military science rooms.

Limitations: Classrooms (110), class laboratories (210), and offices (310) in an armory facility are designated as such, even though they are located in an armory building.

515 Armory Service

Definition: A room that directly serves an armory facility as an extension of the activities of that facility.

Description: This category includes supply rooms, weapons rooms, coatrooms, etc.

Limitations: Classroom service rooms (115), class laboratory service rooms (215), and office service rooms (315) are so classified even though they are located in an armory building.

520 Athletic/Physical Education

Definition: A room (or area) used by students, staff, or the public for athletic/physical education activities.

Description: Included in this category are rooms generally referred to as gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields," and fieldhouses.

Limitations: No distinction by room use category is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. The program dimension of this classification structure provides the capability of making those distinctions.

Institutions that wish to study the utilization of such facilities will need to further subdivide this category. This category does not include classroom facilities (100), laboratory facilities (200), or office facilities (300), even though they may be located in an athletic building. This category does not include the spectator seating area associated with athletic facilities (523). It does not include outside fields, tennis courts, archery ranges, etc. This category does not include rooms used for recreational purposes (670) such as bowling alleys, billiards rooms, ping pong rooms, ballrooms, chess rooms, card playing rooms, or hobby rooms.

APPENDIX 6

STANDARD ROOM USE CATEGORIES

523 Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff, or the public to watch athletic events.

Description: Included in this category are permanent seating areas in fieldhouses, gymnasiums, and natatoria.

Limitations: This category does not include temporary or movable seating areas. Stadium seating by definition is structural area.

525 Athletic/Physical Education Service

Definition: A room that directly serves an athletic/physical education facility as an extension of the activities in that facility.

Description: Included in this category are rooms generally referred to as P. E. locker rooms, shower rooms, coaches' rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms, etc.

Limitations: This category does not include public toilet rooms.

530 Audio/Visual, Radio, TV

Definition: A room or group of rooms used for the production and distribution of audio/visual, radio, and TV materials, and for the operation of equipment for the communication of these materials.

Description: This category includes rooms generally referred to as TV studios, radio studios, and sound studios, graphics studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as class laboratories (210) if scheduled, or as special class laboratories (220) if not scheduled.

535 Audio/Visual, Radio, TV Service

Definition: A room that directly serves an audio/visual, radio, or TV facility as an extension of the activities in that facility.

Description: Included in this category are rooms generally referred to as film library, tape library, control room, videotape recorder room, property storage, recording rooms, engineering maintenance rooms, darkrooms, preparation rooms, and equipment storage rooms.

Limitations: Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as class laboratory service or special class laboratory service (225).

540 Clinic (Non-Health Professions)

Definition: A room used for the diagnosis and/or the treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

Description: Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.

Limitations: This category does not include clinics associated with student health care. It does not include clinics for the medical or dental treatment of humans or animals.

545 Clinic Service (Non-Health Professions)

Definition: A room that directly services a clinic facility as an extension of the activities in that facility.

Description: Included in this category are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: This category does not include rooms which serve health care facilities (800).

550 Demonstration

Definition: A room (or group of rooms) used to practice the principles of certain disciplines such as teaching and home economics.

Description: This category includes demonstration schools, laboratory schools, pre-school nurseries, etc., if the facilities support the training of the college-level students as teachers. This category includes home management houses that serve to train college-level students in home economics.

Limitations: Demonstration schools, laboratory schools, pre-school nurseries, and home management houses in which the students serve as the subjects for a research study are classified as non-class laboratories (250). Rooms that serve nursery, elementary, or secondary schools students (in a laboratory school or pre-school nursery) will not be classified as classrooms, class laboratories, or offices, etc., but rather as demonstration facilities. However, classrooms (110) or class laboratories (210) in such facilities used primarily for college-level students should be so classified. Offices (310), conference rooms (350), and meeting rooms (680) used by college-level staff should be so classified.

555 Demonstration Service

Definition: A room that directly serves a demonstration facility as an extension of the activities in that facility.

Description: Included in this category are facilities generally referred to as storerooms, laundry, etc., in a home demonstration facility, and as kitchen, lockers, shower rooms, etc., in a laboratory school.

Limitations: The distinction between a demonstration facility and demonstration facility service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room (in a home demonstration house), or classrooms, laboratories, gymnasiums that serve nursery, elementary, or secondary school students (in a laboratory school) should be designated as demonstration facilities.

560 Field Building

Definition: A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools, and for field experiments.

Description: Field-service facilities include barns, animal shelters, sheds, silos, feed units, hay storage, and seedhouses. Greenhouses related to farm operations are included in this category. Structures are typically of light frame construction with unfinished interiors, usually but not exclusively related to argicultural field operations, and are frequently located outside the central campus area. Also included are such facilities as meteorological field test stations.

Limitations: Location of a building is not sufficient justification for classification as a field-service facility. Finished rooms such as endocrine research laboratories, dairy research laboratories, etc., should be classified as non-class laboratory facilities (250).

570 Animal Quarters

Definition: A room that houses laboratory animals maintained for the institution for research and/or instruction purposes.

Description: This category includes rooms generally referred to as animal rooms, cage rooms, stalls, wards, and similar rooms that are used to house animals intended for use in class laboratories, non-class labs, special class labs, or individual study labs.

Limitations: Does not include areas for treatment of patient animals. See Health Care Facilities (800).

575 Animal Quarters Service

Definition: A room that directly serves an animal care facility as an extension of the activities in that facility.

Description: The category includes rooms generally referred to as feed storage rooms, feed mixing rooms, cage washing rooms, and similar facilities such as surgery, casting, or instrument rooms.

Limitations: Does not include areas that directly serve areas used for the treatment of patient animals. See Health Care Facilities (800).

580 Greenhouse

Definition: A building or room, usually chiefly of glass or other light transmitting material, for the cultivation and/or protection of plants.

Description: Includes rooms generally referred to as greenhouses.

STANDARD ROOM USE CATEGORIES

585 Greenhouse Service

Definition: A room that directly serves a greenhouse facility as an extension of the activities in that facility.

Description: Includes rooms generally referred to as hothouses.

590 Other

Definition: A category of last resort.

Description: This category is included only as a category of last resort to be used to account for and classify those facilities that cannot be described, even approximately, with other codes and definitions.

Limitations: This category should have very limited use if it is used at all.

600 GENERAL USE FACILITIES

610 Assembly

Definition: A room designed and equipped for the assembly of large numbers of persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.

Description: This category includes rooms generally referred to as theaters, auditoriums, concert halls, arenas, chapels, and (livestock) judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in assembly facilities. Assembly facilities may also serve instructional purposes to a minor or incidental extent.

Limitations: Assembly facilities that are used primarily for instructional purposes are classified as classrooms (110).

615 Assembly Service

Definition: A room that directly serves an assembly facility as an extension of the activities in that facility.

Description: This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume storage, green rooms, control rooms, etc.

Limitations: Lobbies are non-assignable space classified as circulation area (WWW).

620 Exhibition

Definition: A room used for exhibition of materials, works of art, artifacts, etc., and intended for general use by students and the public.

Description: This category includes museums, art galleries, and similar exhibition areas.

Limitations: Collections not primarily for general exhibition, such as departmental displays of anthropological, botanical, or geological specimens should be classified under an appropriate laboratory category.

625 Exhibition Service

Definition: A room that directly serves an exhibition facility as an extension of the activities in that facility.

Description: This category includes work rooms for the preparation of materials and displays; vaults or other storage for works of art; check rooms; etc.

Limitations: Research areas in museums are classified as non-class laboratories (250) or non-class laboratory service (255).

630 Food Facility

Definition: A room used for eating food.

Description: This category includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities which are open to the student body and/or the public at large. Areas intended primarily as food facilities, even though containing vending machines rather than serving counters, are included in this category. Rooms with vending machines other than for regular meal or snack service are classified as lounge facilities (650) or merchandising facilities (660).

APPENDIX 6

STANDARD ROOM USE CATEGORIES

635 Food Facility Service

Definition: A room that directly serves a food facility as an extension of the activities in that facility.

Description: This category includes such areas as kitchens, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving, preparation, cleaning, etc., including such areas in residence halls.

650 Lounge

Definition: A room used for rest and relaxation.

Description: A lounge facility is typically equipped with upholstered furniture, draperies, and/or carpeting, and may include vending machines.

Limitations: A lounge facility is distinguished from a conference room (350) and a meeting room (680) by its more informal atmosphere and its general public availability. A "lounge" area associated with a toilet is non-assignable space and classified as mechanical area (see 030). A room devoted wholly to vending machines is classified as a merchandising facility (660). Vending machine areas in food facilities are classified 630.

655 Lounge Service

Definition: A room that directly serves a lounge facility, such as a kitchenette.

660 Merchandising Facility

Definition: A room (or group of rooms) used to sell products or services.

Description: This category includes such rooms as bookstores, barber shops, post offices, dairy stores, student union "desks," and vending machine areas devoted wholly to vending machines.

Limitations: This category does not include dining rooms, restaurants, snack bars, and similar food facilities (630), or vending machine areas associated with food facilities or lounges (650). It does not include meeting rooms (680) which are classified as conference facilities. Hotel and motel rooms are classified in the appropriate category of residential facilities (900).

665 Merchandising Facility Service

Definition: A room that directly serves a merchandising facility as an extension of the activities in that facility.

Description: Included in this category are rooms generally referred to as supply closets, sorting rooms, freezers, telephone rooms, and private toilets.

670 Recreation

Definition: A room used by students, staff, and/or the public for recreational purposes.

Description: This category includes such rooms as bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (non-instructional) music listening rooms, and hobby rooms.

Limitations: This category does not include gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or field houses, that should be classified as athletic/physical education facilities (520). It does not include outdoor facilities such as tennis courts, archery ranges, fields (football, hockey, etc.), or golf courses.

675 Recreation Service

Definition: A room that directly serves a recreation facility as an extension of the activities in that facility.

Description: This category includes storage closets, equipment issue rooms, cashier's desk, and similar rooms.

Limitations: This category does not include kitchens, short-order kitchens, snack bars, or other food facilities. It does not include athletic/physical education facility service (525) such as locker rooms, shower rooms, ticket booths, dressing rooms, and other similar service areas.

680 Meeting Room

Definition: A room used for a variety of non-class meetings.

Description: A meeting room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Although it may be assigned to a specific organizational unit, it is used primarily by groups for general purposes such as student senate, student government, community groups, and short term meetings conducted by an extension division. A meeting room is distinguished from a conference room (350) because conference rooms are considered part of an office complex and are generally used for staff meetings or other departmental non-class activities.

Limitations: Rooms serving an office complex and used primarily for staff meetings are classified as conference rooms (350). Seminar rooms used primarily for scheduled classes are classified as classrooms (110).

685 Meeting Room Service

Definition: A room that serves a meeting room as an extension of the activities in that room.

Description: Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does not include such rooms as kitchenettes and chair storage rooms that serve conference rooms (355).

690 Locker Room

Definition: A room used for changing clothes and/or storing personal materials.

Description: Includes service rooms intended for student and/or staff use principally for storage of clothing and/or individual materials, e.g., physical plant locker rooms.

Limitations: Does not include physical education or intercollegiate athletics locker rooms and areas (see 525).

700 SUPPORTING FACILITIES

710 Data Processing/Computer

Definition: A room or group of rooms used for processing of data by computers.

Description: This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas.

Limitations: This category does not include rooms containing desk calculators, post-billing machines, check-writing machines, and similar office or office service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other Electronic Data Processing (EDP) equipment in a room otherwise classifiable as an office (310) not be prorated to this category. A data processing facility used only for instruction should be classified as a class laboratory (210) or special class laboratory (220) or individual study laboratory (230).

If a room, otherwise classifiable as an office (310), happens to contain a keypunch machine, sorter, or other small EDP equipment, do not prorate the area in that room, but rather classify the entire room as office (310).

715 Data Processing/Computer Service

Definition: A room that directly serves a data processing computer facility as an extension of the activities in that facility.

Description: This category includes such rooms as card storage, paper form storage, tape storage, control rooms, plugboard storage, wiring rooms, equipment repair rooms, observation rooms, and similar service areas.

Limitations: This category does not include rooms for data processing personnel. These rooms should be classified as offices (310).

720 Shop

Definition: A room used for the manufacture, repair, or maintenance of products or equipment.

Description: This category includes such rooms as carpenter shops, plumbing shops, electrical shops, painting shops, and similar physical plant maintenance facilities. It also includes central printing and duplicating shops.

Limitations: This category does not include instructional shops; industrial arts and vocational-technical shops used for instruction should be classified as class laboratories (210). Materials preparation areas in audio-visual, radio stations, and TV studios should be so classified (535). Maintenance and repair areas of vehicles, airplanes, boats, etc., should be so classified (745). Engineering drafting rooms serving the physical plant operation are classified as offices (310). Blueprint storage rooms are classified as office service (315).

725 Shop Service

Definition: A room that directly serves a shop facility as an extension of the activities in that facility.

Description: Included in this category are tool supply-storage rooms, materials storage rooms, and similar equipment or material supply and/or storage rooms. Locker rooms, shower rooms, lunch rooms, and similar non-public areas that serve the shop facility should be included.

Limitations: This category does not include service areas related to class laboratories (215) or non-class laboratories (255). It does not include vehicular repair facilities (garages) that are classified as vehicle storage facility service (745). Blueprint storage rooms should be classified as office service (315).

APPENDIX 6

STANDARD ROOM USE CATEGORIES

730 Storage

Definition: A room used to store materials.

Description and Limitations: Classification of a room as a Storage facility is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other types of space follow the classification of that type of space with a "service" designation. For example, a storage closet for office supplies is classified as office service (315). The distinction between the "service" and "storage" classifications rests on the possibility of physical separation of the materials stored. If the materials being stored could be placed in a warehouse, implying only occasional demand for the materials, then storage facility is the appropriate classification. Storage that must be close at hand because of the nature of the materials stored and the demands placed upon them by the program should be classified in the appropriate "service" category.

735 Storage Service

Definition: A room that directly serves a storage facility.

740 Vehicle Storage Facility

Definition A room or structure that is used to house and/or store vehicles.

Description: This category includes parking structures and other rooms and buildings generally referred to as garages, boat houses, airport hangars, and other storage areas for vehicles (broadly defined).

Limitations: This category does not include portions of barns or similar field-service facilities that are used to house farm implements. Uncovered exterior parking areas are excluded.

745 Vehicle Storage Service

Definition: A room or structure used to service vehicles.

Description: This category includes any area associated with a vehicle storage facility that is used for the maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles.

Limitations: This category does not include service areas that serve building maintenance and repair, and that are classified as shop facilities (720).

750 Central Food Stores

Definition: A central facility for the processing and storage of foods used in food facilities.

Description: This category includes food storage areas, lockers, cold rooms, refrigerators, meat processing areas, and similar facilities located in a central food stores building.

Limitations: Offices (310) located in a central food stores building are so classified. Food storage areas, freezers, lockers, etc., not located in a central food stores building are classified as food facility service (635).

760 Central Laundry

Definition: A central facility used for cleaning, washing, drying, and ironing linens, uniforms, etc.

Description: This category includes laundry rooms, drying rooms, ironing rooms, etc., located in a central laundry.

Limitations: Offices (310) located in a central laundry are so classified. Laundry rooms, drying rooms, ironing rooms, etc., not located in a central laundry are classified as residential facilities or as service space to whatever type of facility they serve.

800 HEALTH CARE FACILITIES

Note: This category includes the room uses listed below that are located in student health facilities and in health professions clinics and in hospitals. The codes and definitions in this series (800) are designed to describe health care facilities for human as well as non-human animals requiring health care. This category does not include non-medical clinic facilities.

APPENDIX 6

STANDARD ROOM USE CATEGORIES

810 Patient Bedroom

Definition: A room equipped with a bed and used for patient care.

Description: This category includes general nursing care, acute care, semi-convalescent/rehabilitative adult or pediactric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets are included. Animal stalls for patient animals are also included.

820 Patient Bath

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet/bath facilities adjoining or in conjunction with patient bedrooms.

Limitations: Public toilet facilities are excluded.

830 Nurse Station

Definition: A room or area used by nurses who are supervising and/or administering health care facilities.

Description: Included in this category are areas devoted to records charting, reception desks, admissions desks, and areas adjoining nurses stations, such as utility rooms, work-storage areas, formula preparation areas, medications areas, etc.

Limitations: Rooms that can be identified as offices should be classified 310.

840 Surgery

Definition: A room used for surgery.

Description: Included in this category are major and minor surgery rooms, delivery rooms, special procedures operating rooms, and rooms used in conjunction with and as a direct extension of the activities of a surgery room such as labor rooms, recovery rooms, monitoring/observation rooms, special support equipment rooms (e.g., anesthesia, heart, lung, x-ray, etc.), dictation booths, scrub-up areas, instrument clean-up and storage, gurney storage, sterile supplies storage.

APPENDIX 6

STANDARD ROOM USE CATEGORIES

850 Treatment

Definition: A room used for diagnostic and therapeutic treatment.

Description: Included are rooms used for radiology, fluoroscopy, angiography, physical therapy, dialysis, cardiac catherization, pulmonary function/vascular testing, EEG, ECG, EMG, combined doctor's office and examination/treatment rooms, and rooms which support treatment rooms as a direct extension of the activities of such a facility such as dressing rooms, film processing and viewing rooms, work preparation rooms, special equipment storage.

860 Service Laboratory

Definition: A room used to provide diagnostic support services to health care facilities.

Description: Includes rooms generally referred to as pathology labs, pharmacy labs, autopsy labs, etc., e.g., hematology, chemistry tissue, bacteriology, serology, blood bank, basal metabolism, isotope, and rooms which serve service laboratories as a direct extension of the activities of such a facility such as rooms generally referred to as cadaver storage/morgue, autoclave and centrifuge rooms, warm and cold rooms.

Limitations: This category does not include class laboratories (210), special class laboratories (220), or other facilities used primarily for organized instruction.

870 Supplies

Definition: A room used to store supplies for health care facilities.

Description: Central supply, pharmacy supplies/storage and dispensary, miscellaneous storage of a relatively inactive nature, other than that included in other primary and service room types.

880 Public Waiting

Definition: A room used by the public to await admission, treatment, or information.

Description: Included are lobbies, waiting and reception areas, visiting areas, and viewing areas.

Limitations: Lounges (650) are excluded from this category.

895 Health Care Service

Definition: Rooms used for housekeeping, linen storage, and handling. Includes rooms used by housekeeping staff for storerooms, closets, locker rooms, etc., for building maintenance and operation.

Limitations: Non-assignable areas are explicitly excluded from this category. Excludes mechanical and equipment rooms.

900 RESIDENTIAL FACILITIES

910 Sleep/Study without Toilet/Bath

Definition: One or more residential rooms for one or more individual(s) typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), without an internally connected bath.

Description: This category includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study and includes connected closets.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as reading/study (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as Food Service (635).

919 Toilet/Bath

Definition: A toilet and/or bathroom intended to be used only by the occupants of the residential facilities, rather than by the general public.

Description: This category includes common or shared bathroom facilities which may consist of full or half-baths, showers, or toilet and shower combinations, used by the residents, and accessible from a corridor or other general circulation area.

Limitations: This category does not include public rest rooms. Bathrooms internal to a sleep/study room (920), apartment (950), or house (970) are included in those respective categories.

920 Sleep/Study with Toilet/Bath

Definition: One or more rooms for individual(s), typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), with an internally connected bath.

Description: This category includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately coded 919. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study and includes connected closets.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as reading/study (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as Food Service (435).

935 Sleep/Study Service

Definition: A room (or group of rooms) which directly serve the occupants of an individual sleep/study room with or without toilet/bath (910 and 920).

Description: This category includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms which serve the occupants of sleep/study facilities.

Limitations: This category does not include food facilities (see 630 and 635), central laundry (see 760), or central food stores (see 750), toilet/bath (see 919), lounge facilities (see 650), recreation or activity areas (see 670, 675), or non-assignable building service areas.

APPENDIX 6

STANDARD ROOM USE CATEGORIES

950 Apartment

Definition: A complete living unit that is not a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be accounted for. This category includes apartments provided for faculty, staff, or students. Apartments need not be located in a residential building.

955 Apartment Service

Definition: A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.

Description: This category includes laundry rooms, mail rooms, linen closets, maid rooms, trunk storage rooms, and telephone rooms which serve apartment facilities.

970 House

Definition: A complete living unit that is a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. This category includes houses provided for faculty, staff, or students.

APPENDIX 6

STANDARD ROOM USE CATEGORIES

000 UNCLASSIFIED FACILITIES

050 Inactive Area

Definition: Rooms that are available for assignment to an organizational unit or activity but are unassigned at the time of the inventory.

Limitations: Rooms that are being modified or are not completed at the time of the inventory are so classified (060 or 070).

060 Alteration or Conversion Area

Definition: Rooms that are temporarily out of use because they are being altered, remodeled or rehabilitated at the time of the inventory.

Limitations: Rooms that are inactive or are not completed at the time of the inventory are classified 050 or 070, respectively.

070 Unfinished Area

Definition: All potentially assignable areas in new buildings or additions to existing buildings that are not completely finished at the time of the inventory.

Limitations: This category is intended only for the unfinished part of a building or addition. The parts that are in use should be classified elsewhere.

APPENDIX 6

STANDARD ROOM USE CATEGORIES

NON-ASSIGNABLE AREA

Note: The following categories are included for purposes of completing the list of room use categories, but are not recommended for collection purposes. Institutions collecting non-assignable area data may find them useful for plant management purposes.

WWW	CIRCULATION AREA
XXX	CUSTODIAL AREA
YYY	MECHANICAL AREA
ZZZ	STRUCTURAL AREA

APPENDIX 7

VISA TYPES

The following visa type codes and descriptions are taken from "United States Immigration Laws," General Information, published by the U. S. Department of Justice, Immigration and Naturalization Service M-50 (Rev. 1970 N).

Code	Description
A1	An ambassador, public minister, or career diplomatic or consular officer accredited by a foreign government recognized by the United States, who is accepted by the President or by the Secretary of State, and members of the applicant's immediate family. Also, upon the basis of reciprocity, certain other accredited and accepted officials and employees of recognized foreign governments and members of their immediate families, as well as the attendants and personal employees of these officials and employees, and of ambassadors.
B1	An alien having a residence in a foreign country that he has no intention of abandoning who is visiting the United States temporarily for business.

Code	Description
B2	An alien having a residence in a foreign country that he has no intention of abandoning who is visiting the United States temporarily for pleasure.
E1	An alien entitled to enter the United States solely to carry on substantial trade between the United States and the foreign state of which he is a national, or solely to develop and direct an enterprise in which he has invested or is actively in the process of investing a substantial amount of capital.
F1	A bona fide and qualified student having a residence in a foreign country that he does not intend to abandon, who seeks to enter the United States temporarily and solely to pursue a full course of study at an established institution of learning or other recognized place of study in the United States.
H1	An alien having a residence in a foreign country that he does not intend to abandon who is of distinguished merit and ability and who is coming temporarily to the United States to perform services of an exceptional nature requiring such merit and ability.

Code	Description
H2	An alien having a residence in a foreign country that he does not intend to abandon who is coming temporarily to perform temporary services or labor, if unemployed persons capable of performing such service or labor cannot be found in this country.
H3	An alien having residence in a foreign country that he does not intend to abandon who is coming temporarily to the United States as a trainee.
J1	An alien having residence in a foreign country that he has no intention of abandoning who is a bona fide student, scholar, trainee, teacher, professor, research assistant, specialist, or leader in a field of specialized knowledge or skill, who seeks to enter the United States temporarily as a participant in a program designated by the Secretary of State.
L2	An alien (intracompany transferee) who, immediately preceding the time of his application for admission into the United States, has been employed continuously for one year by a firm, corporation, or other legal entity or an affiliate or subsidiary thereof and who seeks to enter the United States temporarily to continue to render his services to the same employer or a subsidiary or affiliate in a capacity that is managerial, executive, or involving specialized knowledge.

APPENDIX 8

FUNCTIONAL CLASSIFICATION CATEGORIES

Instruction

Includes expenditures for those institutional activities whose outputs are primarily eligible for credit in meeting specified formal curricular requirements, leading toward a particular postsecondary degree or certificate granted by the institution.

This category should include expenditures for any activities offered for the purpose of students earning credit toward a variety of degrees and/or certificates. Under this definition, instruction may not necessarily contain all "teaching" activities, but will omit those teaching activities that take place within the context of community education, remedial instruction, or other nondegree related programs.

Research

Includes all funds expended for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or authorized and separately budgeted by an organizational unit within the institution. This category does not contain all sponsored programs (e.g., training grants) nor, necessarily, is it exclusively sponsored research since internally supported research programs might, under those circumstances described above, be included in this category.

Public Service

Includes all funds expended on programs that are established primarily to provide services that are beneficial to groups external to the institution. Such activities can include noncredit courses, seminars, projects, and various organizational entities established to provide services to particular sectors of the community.

Academic Support

Includes all funds expended on activities carried out primarily to provide support services that are an integral part of the operations of the primary programs: instruction, research, and public service. These are defined as the preservation, maintenance, and display of the current stock of knowledge (e.g., libraries) and the provision of various services and capabilities for the primary programs (e.g., audio-visual services). This category includes the media and technology employed by the primary programs (e.g., computing support) as well as the administrative support operations that function within the various academic units (which includes the development of future instructional activities).

Student Support

Includes all funds expended on activities whose primary purpose is to contribute to the student's emotional and physical well-being and to his intellectual, cultural, and social development outside the context of the formal instruction program.

This category includes the costs of the financial aid office, institutional subsidies to student activities, health service (unless operated as an auxiliary enterprise), offices of deans of students, and guidance and testing programs.

Operation and Maintenance of Physical Plant

This category includes all expenditures for the operation and maintenance of the institution's plant. Both ground and facilities are included as well as utilities, safety and security, property insurance, and similar items. Appropriate allocations of operating and maintenance costs should be made to auxiliary enterprises and any other activities not reported under the major caption "educational and general."

Institutional Support

Includes all funds expended for activities whose primary purpose is to provide operational support for the day-to-day functioning of the institution, with the exception of expenditures for operation and maintenance of plant. Includes expenditures for all central executive level activities concerned with the management and long-range planning of the entire institution and expenditures for those operations related to fiscal control and investments of the institution. It includes expenditures for those activities that provide central administrative support (i.e., employee personnel and records, student admissions and registrar's offices) and it includes expenditures for those activities that provide procurement services and supply and maintenance of provisions for the campus operation.

Student Aid

Expenditures for all forms of student aid financed from current funds, restricted or unrestricted, should be charged to student aid. Student aid can be classified as scholarships (undergraduate aid) and fellowships (graduate aid).

Scholarships

Scholarships include all expenditures for undergraduate student aid Includes financial aid to students in the form of tuition and fee remissions, as well as scholarships and gifts. It does not include student loans. Remissions of tuition and fees granted as a result of either family or staff status should be included in faculty or staff compensation as fringe benefits rather than student aid. If services are required in exchange for the financial assistance, as in the Federal College Work-Study Program, the portion paid by the institution should be classified as direct costs to the department or organizational unit to which the services are rendered. However, the portion contributed by the federal government should be included as scholarships.

Fellowships

Fellowships include the sum of all monies awarded to graduate students (either predoctoral or postdoctoral) to encourage study in their field of interest. Normally, fellowships are cash awards (i.e., outright gifts) and are not contingent upon services rendered by the student as are teaching and research assistantships. Also includes any funds from specialized training grants which are specifically designated for stipends as well as tuition, waivers or refunds. If services are required in exchange for the fellowship, that portion expended by the institution should be classified as direct costs to the department or organizational unit to which the services are rendered.

Auxiliary Enterprises

An auxiliary enterprise is an entity which exists to furnish a service to students, faculty, or staff, and which charges a fee that is directly related to, although not necessarily equal to, the cost of the service. The general public may incidentally be served in some auxiliary enterprises. Examples are: residence halls, food services, and student stores.

This category of expenditures embraces all costs, except depreciation, of operating the auxiliary enterprises, including charges for operation and maintenance of physical plant, and general institutional support; also included are other direct and indirect costs whether charged directly as expenditures or allocated as a proportionate share of costs of other departments or units. Mandatory transfers of auxiliary enterprises include mandatory provisions for debt retirement, other financing costs, and renewals and replacements. Expenditures and mandatory transfers should be separately reported.

Hospitals

This category of expenditures embraces all costs of operating the hospitals, including charges for operation and maintenance of physical plant, and general institutional support; also included are other direct and indirect costs whether charged directly as expenditures or allocated as a proportionate share of costs of other departments or units. Mandatory transfers of hospitals include mandatory provisions for debt retirement, other financing costs, and renewals and replacements. Expenditures and mandatory transfers should be separately reported.

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